miExcel/ Connect Addin

General Ledger

CASELLE®

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Lists

The following section explains how to utilize different lists for the miExcel/ Civic Connect custom functions.

Account List

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

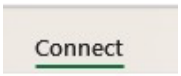
Option 1

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

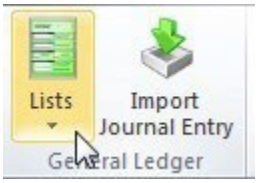
Option 2

Follow these steps:

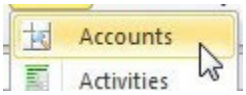
1. Click on the **miExcel** <u>or</u> **Connect** ribbon at the top.



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



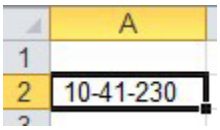
3. Select **Accounts**.



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.

Select an account
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
(Select All)
Assets
Liabilities
Equity
Revenues
Expenses/Expenditures
Terminated
OK


A
1
2
10-41-230

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.

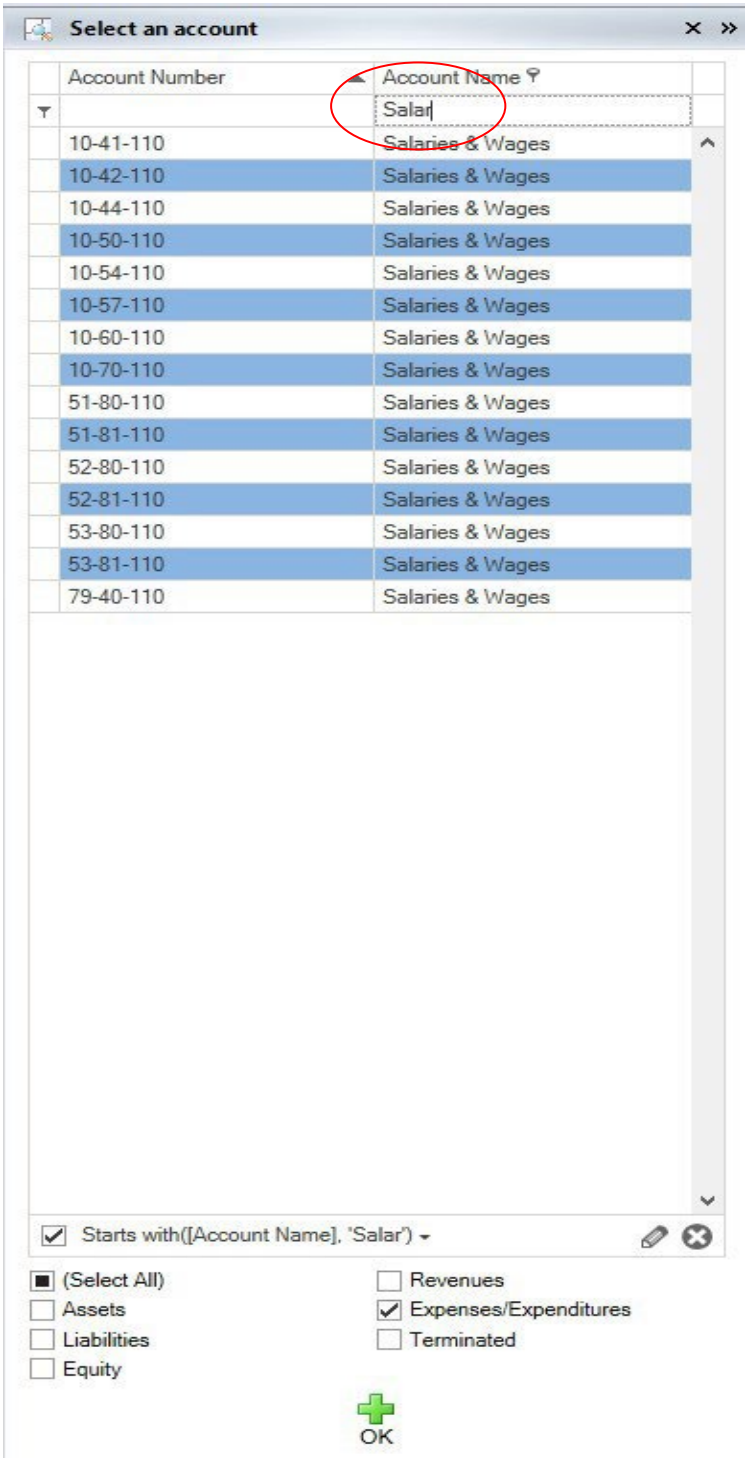
	A
1	
2	10-41-130
3	10-41-230
4	10-41-240
5	10-41-280
6	10-42-110
7	10-42-130
8	10-42-240
9	10-42-305
10	10-42-350
11	10-42-610
12	10-42-620
13	10-42-640
14	10-44-305
15	10-44-315

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.

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



You can use wildcards for additional filtering capabilities. **miExcel**:
The percent sign (%) acts as a wildcard character.
Connect: You can simply type in the search field to do a wildcard search. The percent sign is not needed.

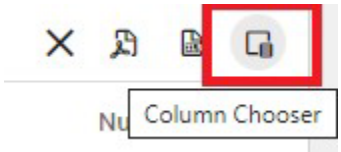
Select an account

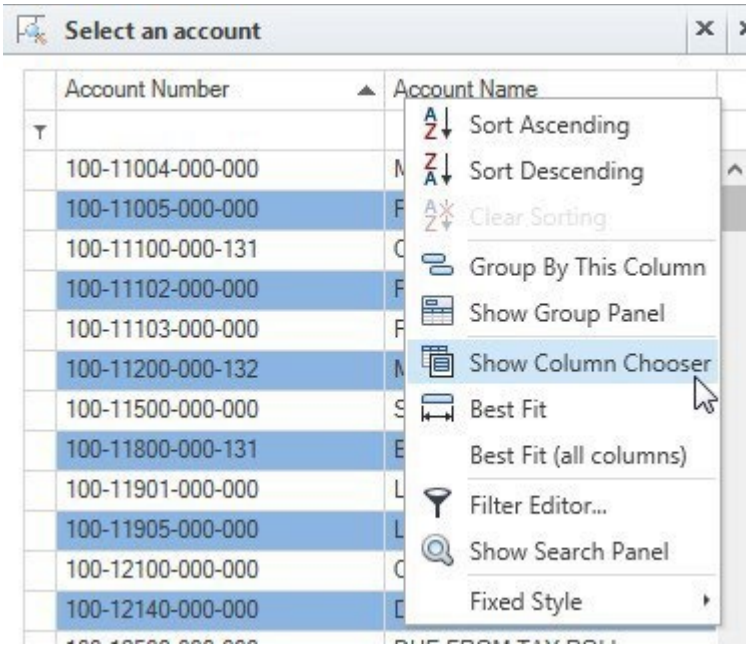
Account Number	Account Name
	%supplies
10-41-240	Office Supplies & Expense
10-42-240	Office Supplies & Expense
10-42-610	Miscellaneous Supplies
10-44-240	Office Supplies & Expense
10-44-610	Miscellaneous Supplies
10-49-240	Office Supplies & Expense
10-50-610	Miscellaneous Supplies
10-54-240	Office Supplies & 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

Column Chooser

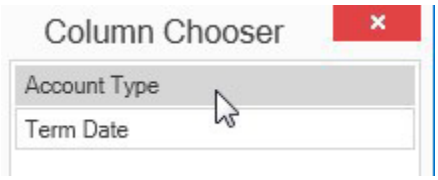
You can add columns into your **Account List** grid. The following are the columns that can appear in your grid: **Account Number**, **Account Name**, **Account Type**, and **Term Date**. By default, the **Account Number** and **Account Name** will appear. Follow these steps to add additional columns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

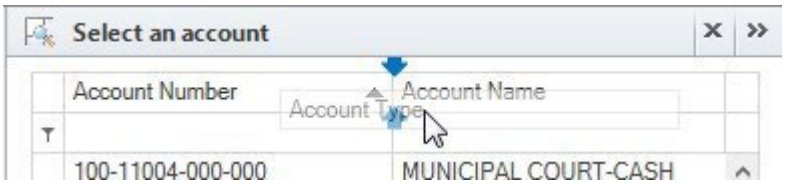
1. **miExcel**: Right-click on the **Vendor List** header and select **Show Column Chooser**.
   Connect: Select the Column Chooser Icon from your Vendor List tool bar.





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



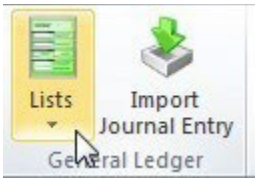


Activity List

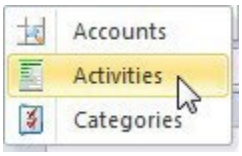
Many of the miExcel/ Civic Connect custom functions utilize activity numbers to calculate. To view a list of general ledger activities, follow these steps:

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

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

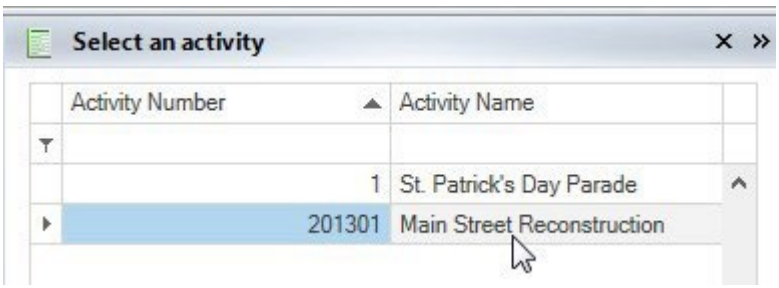


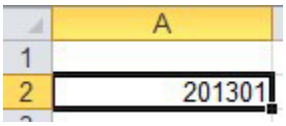
3. Select **Activities**.



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.





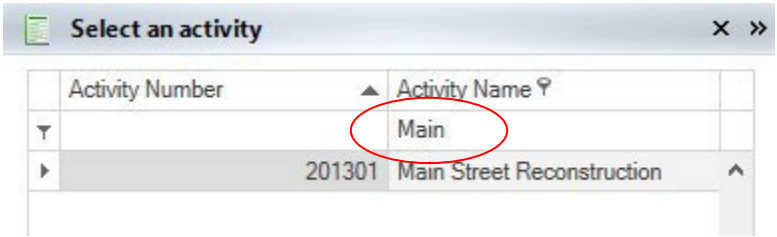
Selecting Multiple Activities

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.

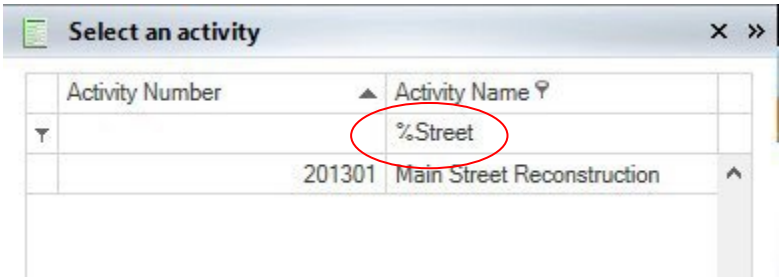
Filtering

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.



You can use wildcards for additional filtering capabilities.
miExcel: The percent sign (%) acts as a wildcard character.
Connect: You can simply type in the search field to do a wildcard search. The percent sign is not needed.

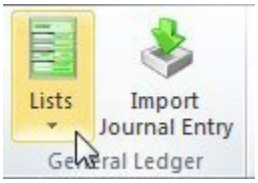


Category List

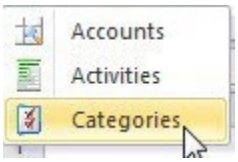
Many of the miExcel/ Civic Connect custom functions utilize reporting categories to calculate. To view a list of general ledger activities, follow these steps:

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

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

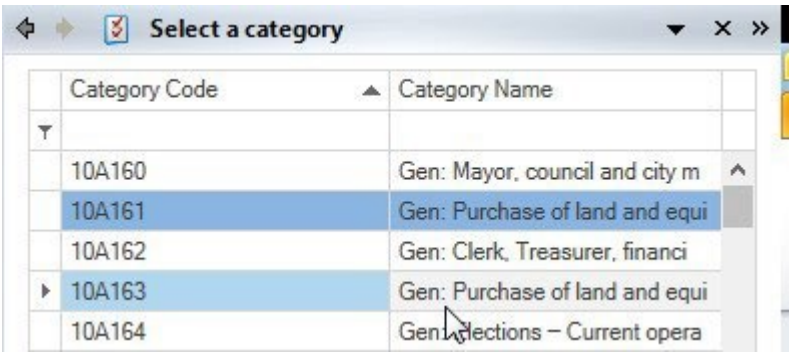


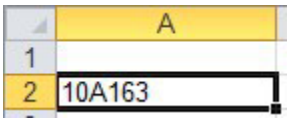
3. Select **Categories**.



Selecting a Single Category

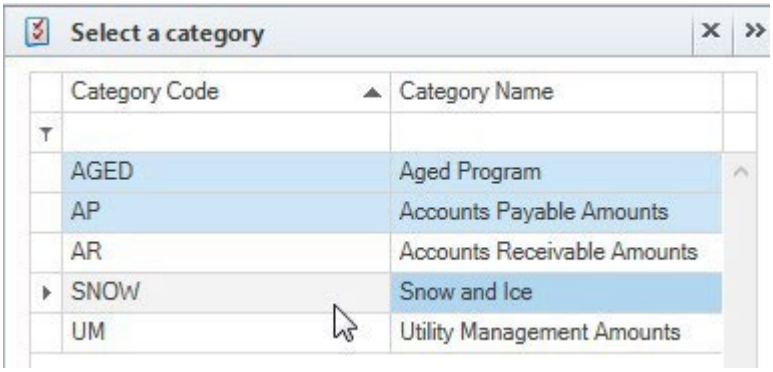
To select a category, click on the category you desire and then click **OK**. You can also double-click on a category from the list. The category selected will be placed in the current cell on your Excel workbook.





Selecting Multiple Categories

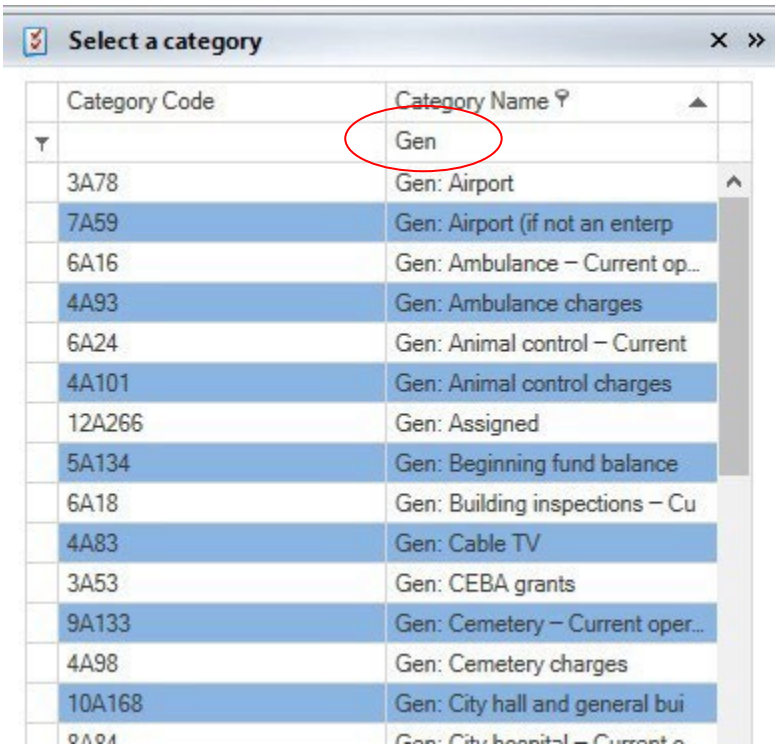
To select multiple categories from the **Category List**, hold the *Shift* key to highlight a range of categories or the *Control* key to select individual categories from the list. Once you have the appropriate categories highlighted, click the **OK** button. The categories selected will be placed in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



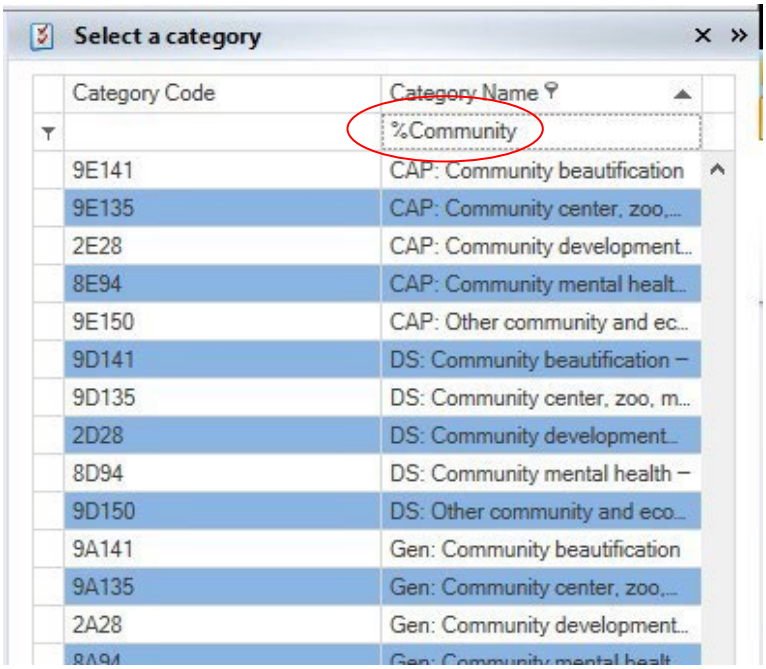
Filtering

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.



You can use wildcards for additional filtering capabilities. **miExcel:**
The percent sign (%) acts as a wildcard character.
Connect: You can simply type in the search field to do a wildcard search. The percent sign is not needed.

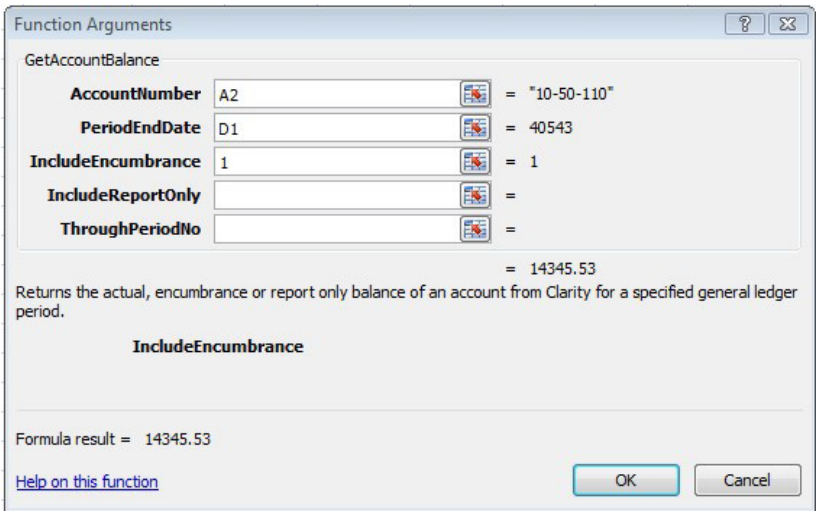


Functions

Account Functions

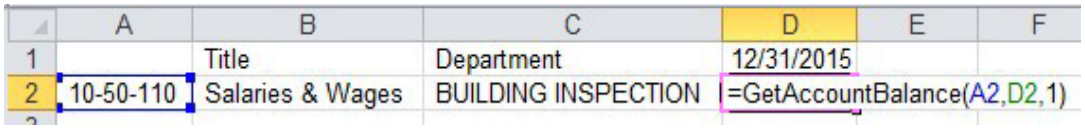
=GetAccountBalance()

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.



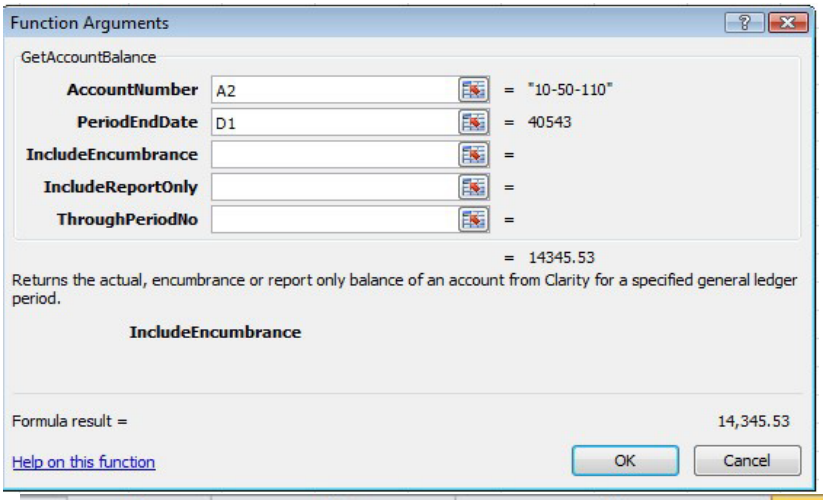
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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		Title	Department	12/31/2015
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	14,345.53

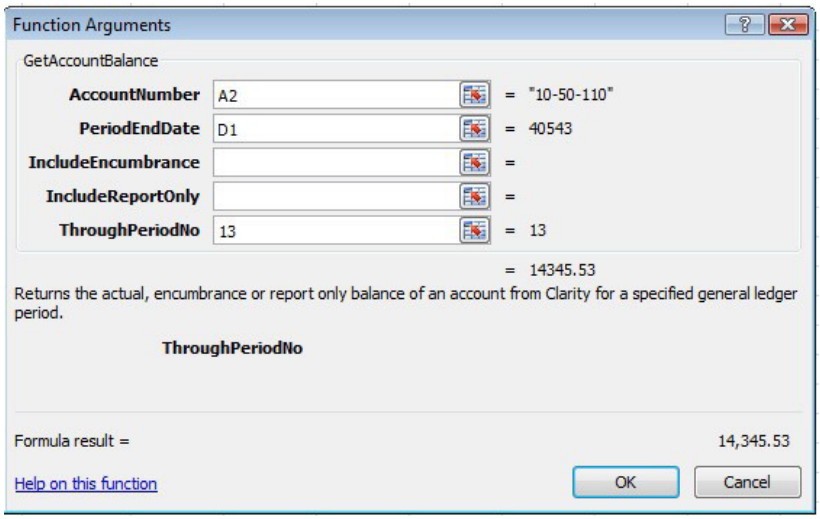
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.



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

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)



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

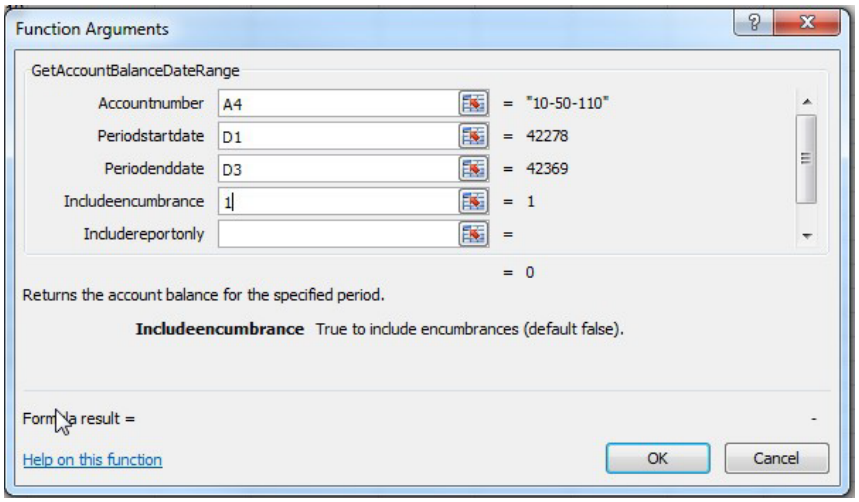
Once you have this function set, you can simply change the month (cell D1 in the example above) and the account balance will automatically change.

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.

(See screen shot on next page)



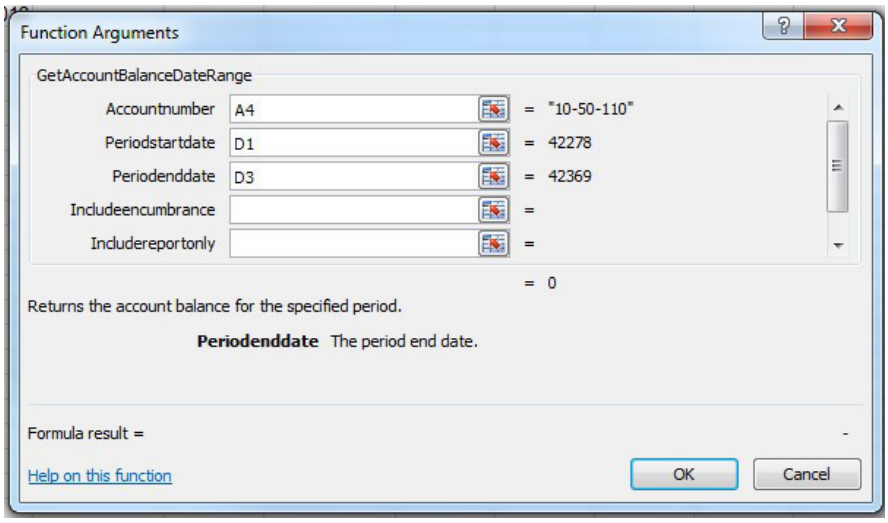
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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)			

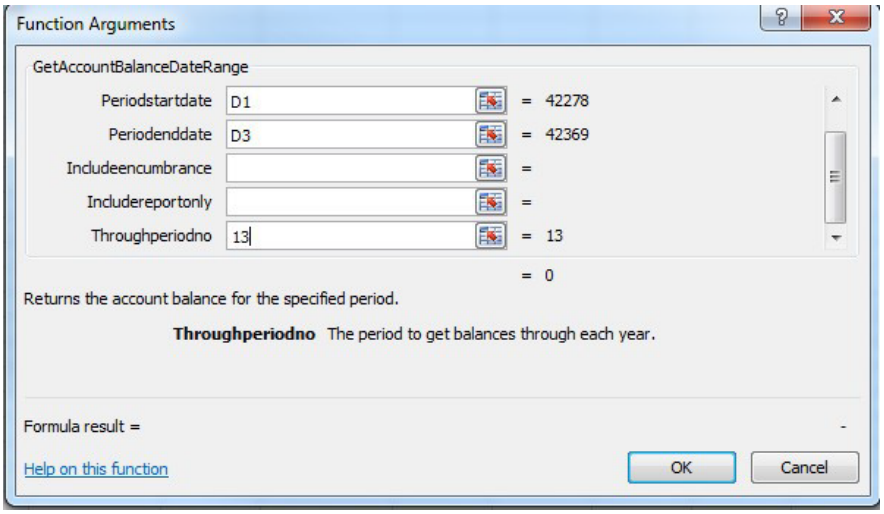
	A	B	C	D
1				10/1/2015
2				Through
3		Title	Department	12/31/2015
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	6,765.24

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.



	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)			

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.

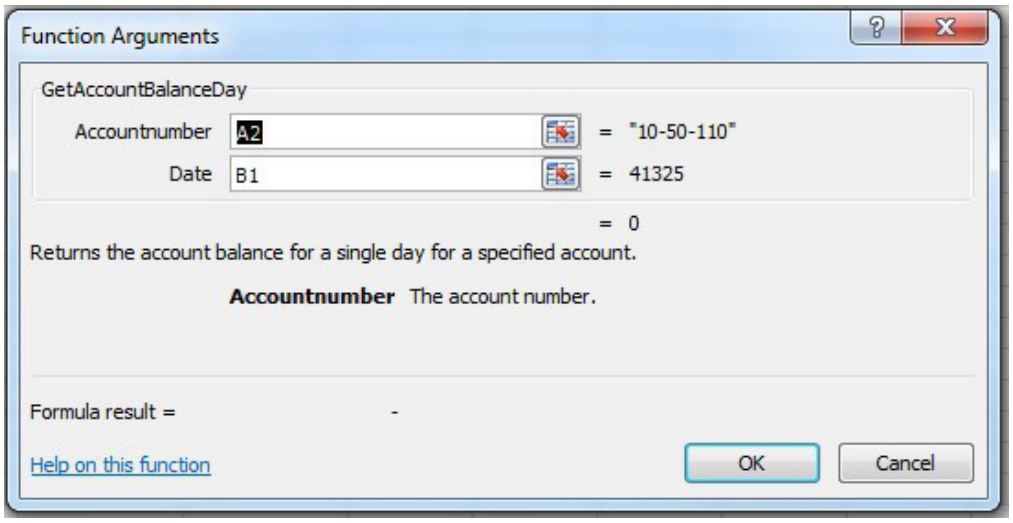


	A	B	C	D	E	F	G
1				10/1/2015			
2				Through			
3		Title	Department	12/31/2015			
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDateRange(A4,D1,D3,,,13)			

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.



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*".

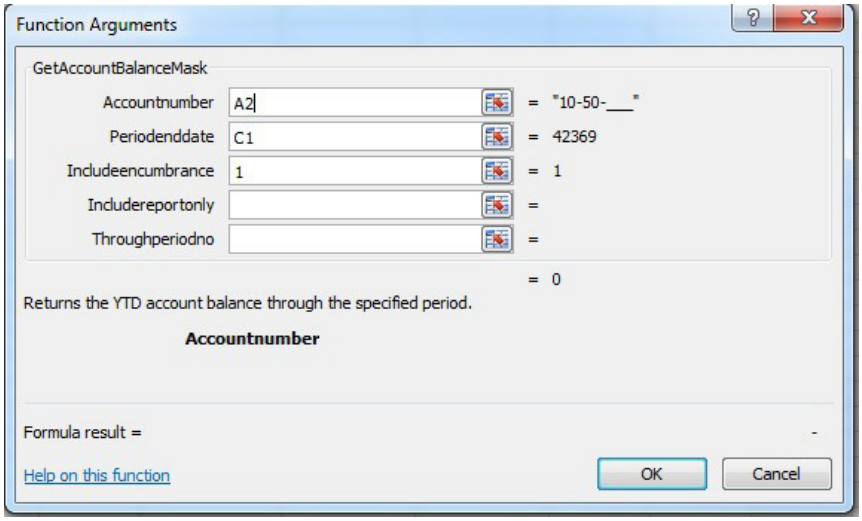
	A	B	C	D	E	F
1		Title	Department	12/15/2015		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDay(A2,D1)		

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

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.



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".

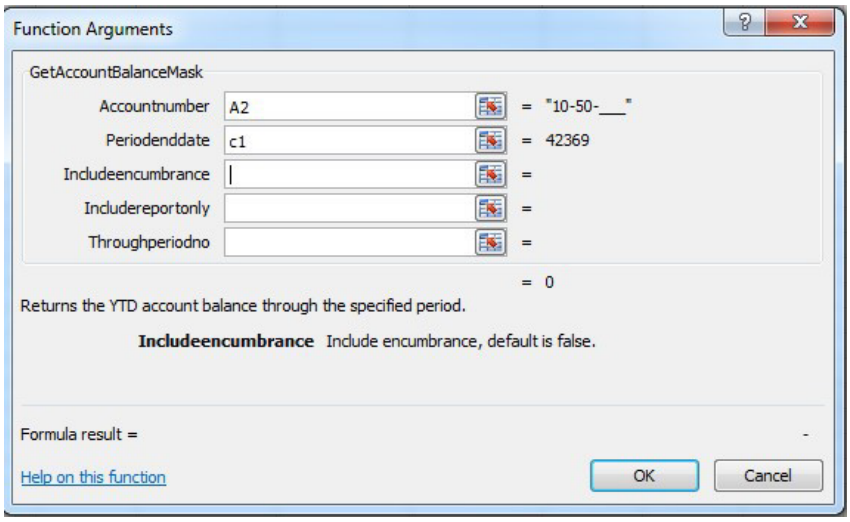
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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)		

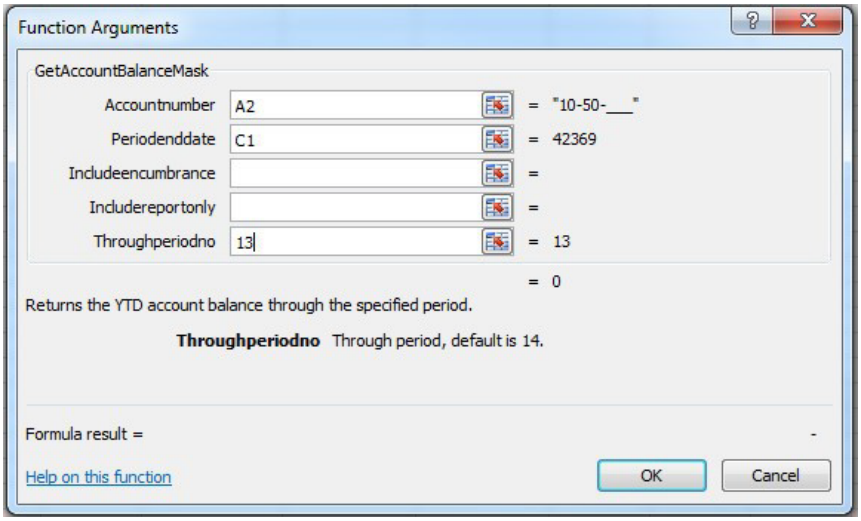
	A	B	C
1		Department	12/31/2015
2	10-50-___	BUILDING INSPECTION	32,852.16

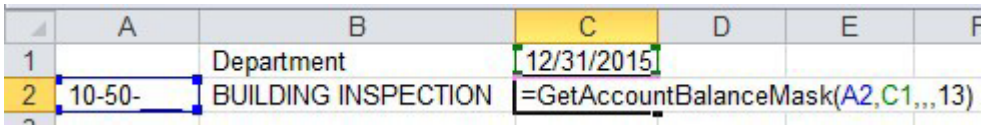
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.



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

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.

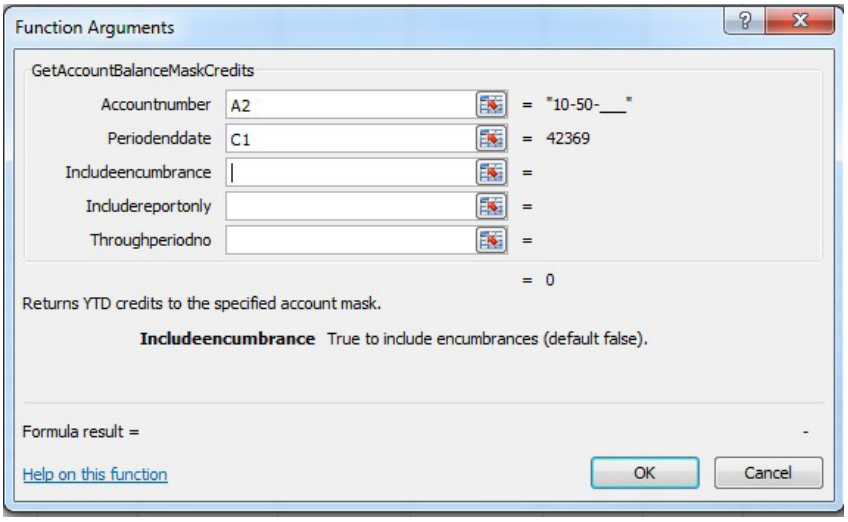




Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetAccountBalanceMaskCredits()

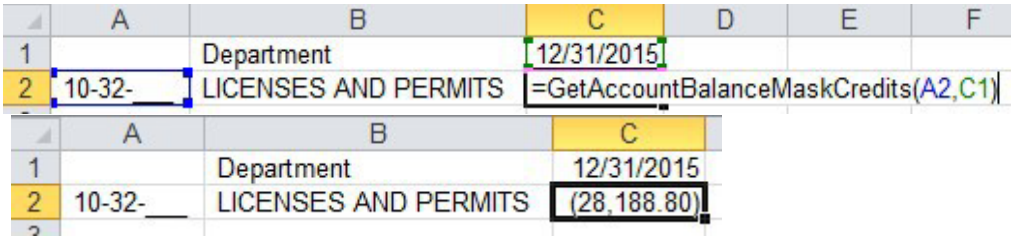
The =**GetAccountBalanceMaskCredits()** function will provide you with the year-todate credit entries for a particular account segment through a specified month. For example, if all the Licenses and Permits account numbers start with "10-32", you can use this function to get a total of all credit entries 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.



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)



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.

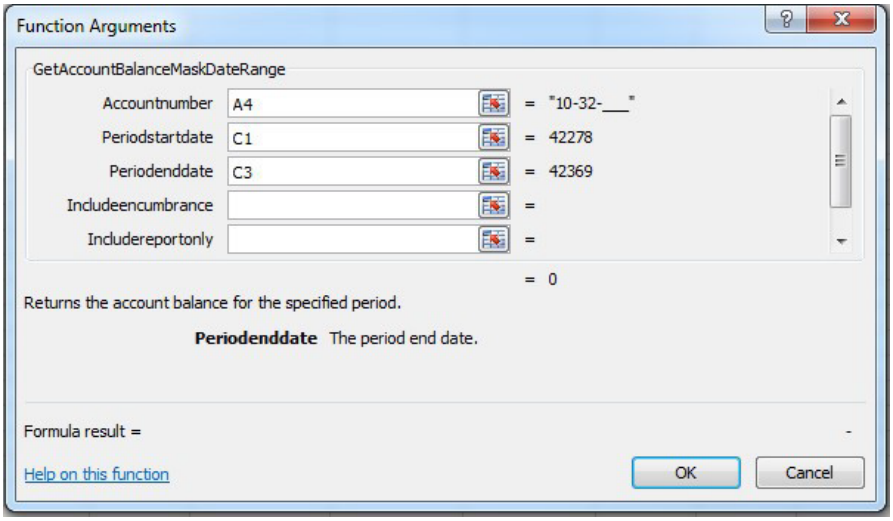
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering 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()

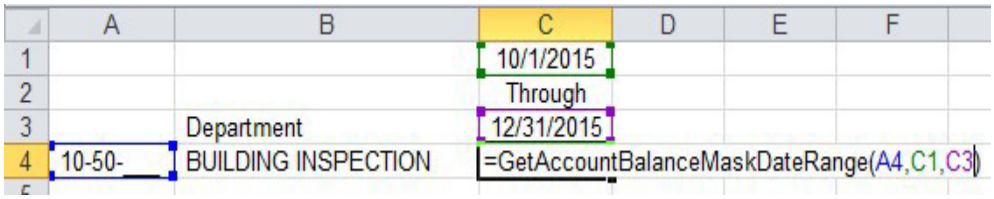
The =**GetAccountBalanceMaskDateRange()** function will provide you with the balance for a particular account segment for a specified date range. For example, if all the

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.



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 fx 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			10/1/2015
2			Through
3		Department	12/31/2015
4	10-50-___	BUILDING INSPECTION	9,475.93
5			

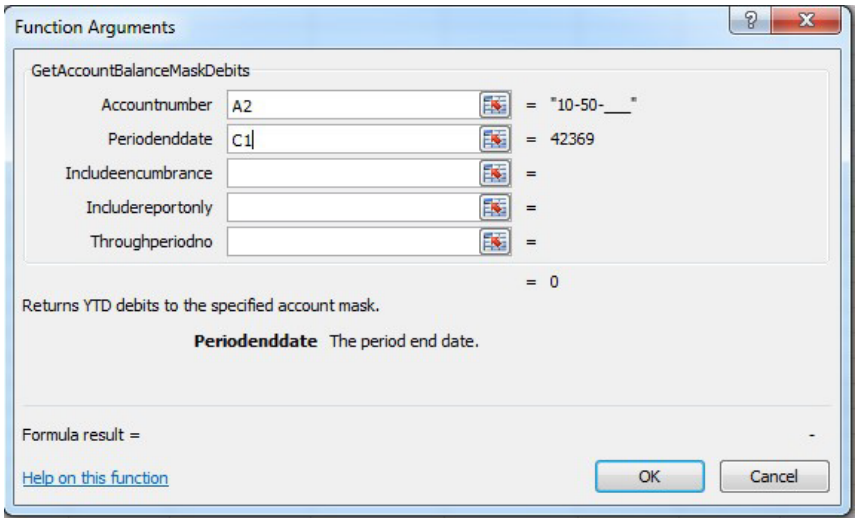
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

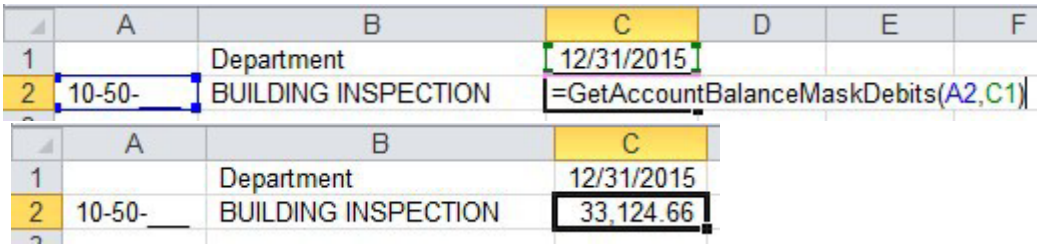
=GetAccountBalanceMaskDebits()

The =**GetAccountBalanceMaskDebits()** function will provide you with the year-todate debit entries for a particular account segment through a specified month. For example, if all the Building Inspection department account numbers start with "1050", 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.



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*”.



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

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

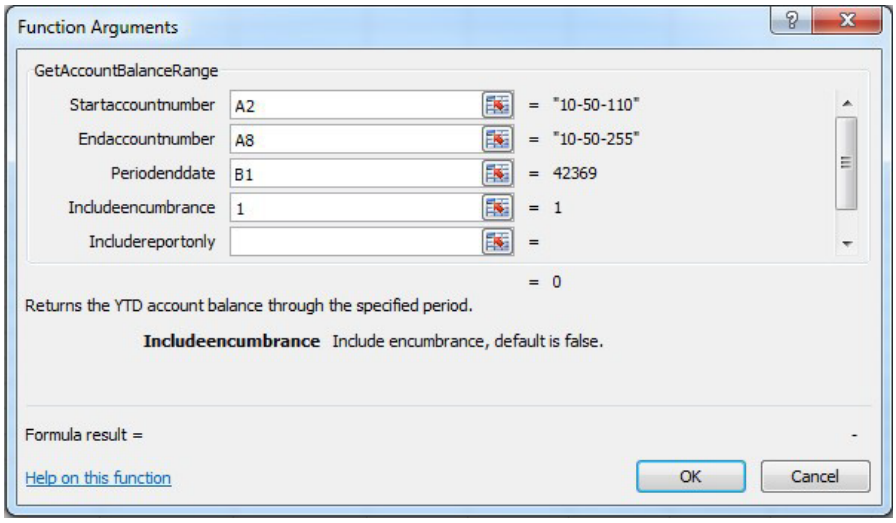
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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 yeartodate 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.



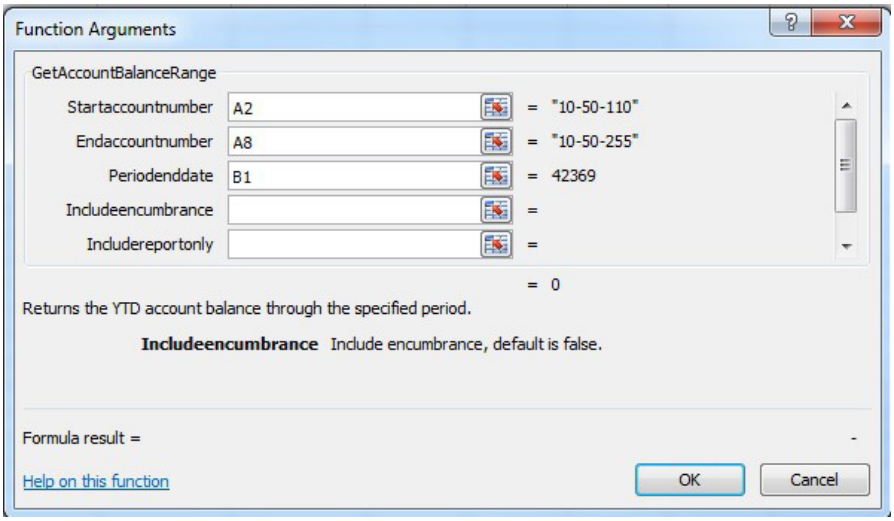
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

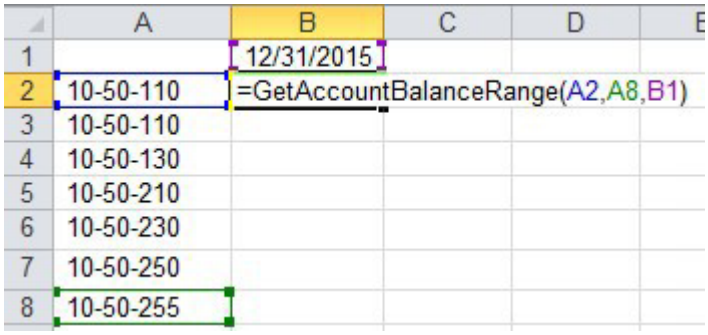
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

	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				

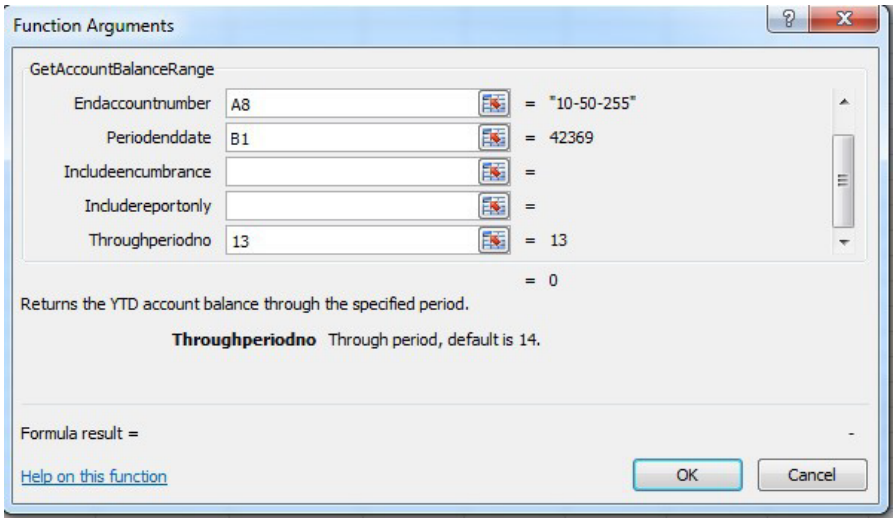
	A	B
1		12/31/2015
2	10-50-110	52,100.63
3	10-50-110	
4	10-50-130	
5	10-50-210	
6	10-50-230	
7	10-50-250	
8	10-50-255	

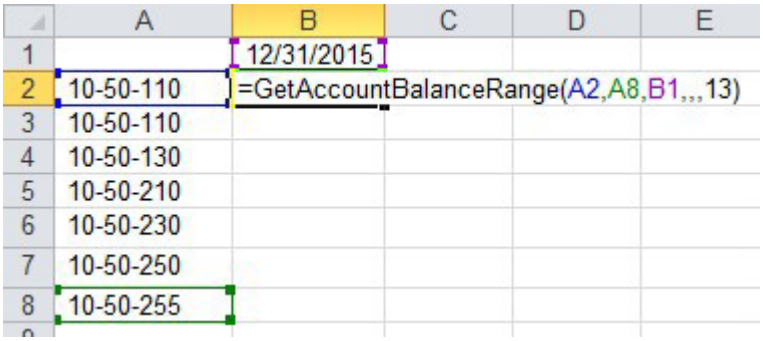
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

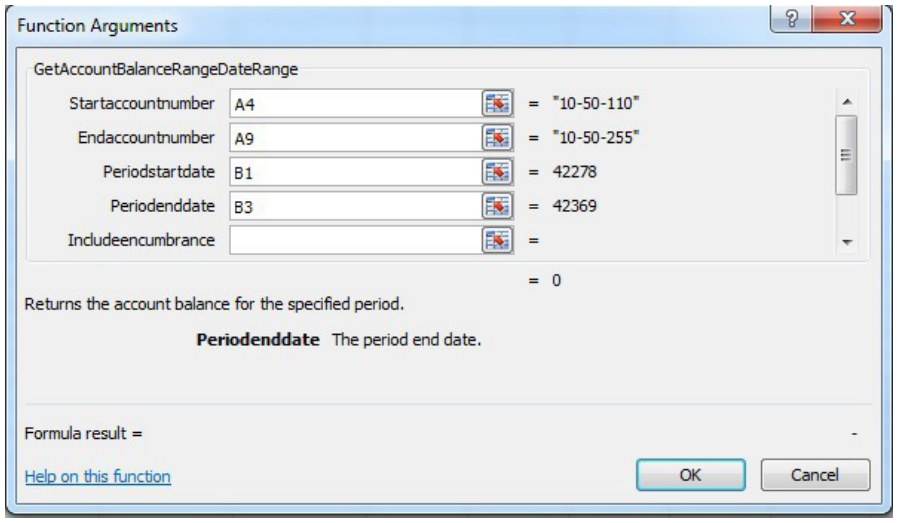




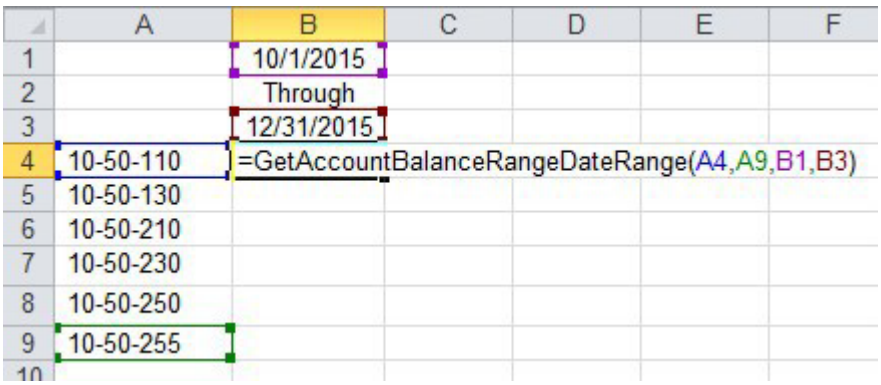
Once you have this function set, you can simply change the month (cell B1 in the example above) and the account balance will automatically change.

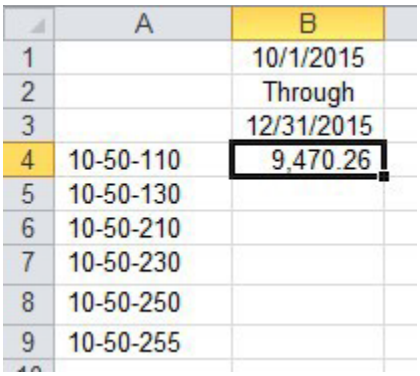
=GetAccountBalanceRangeDateRange()

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 “1050255”. 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.



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*".





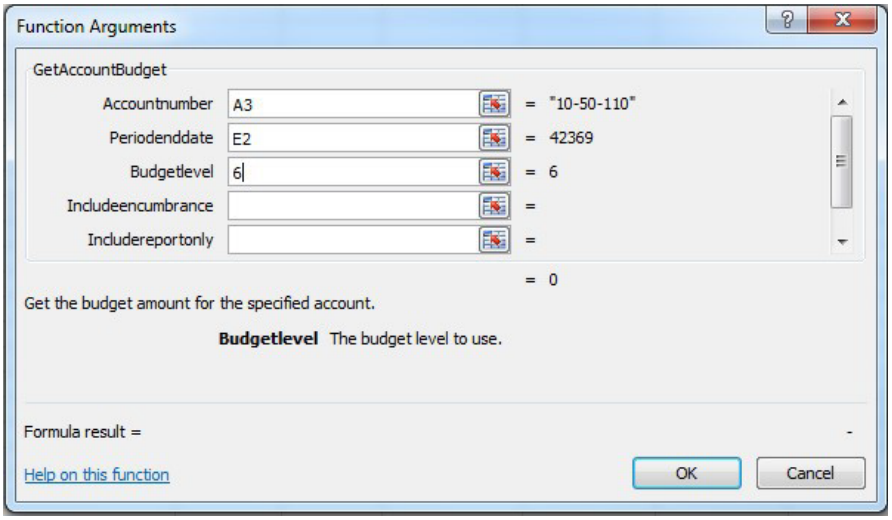
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

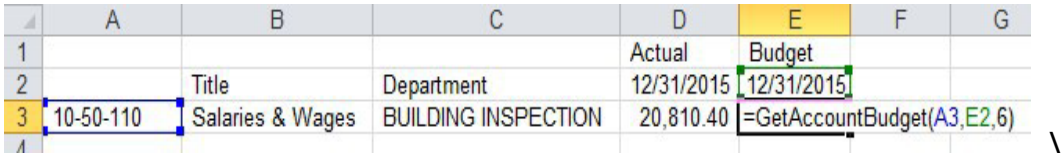
Once you have this function set, you can simply change the months (cell C1 and C3 in the example above) and the account balance will automatically change.

=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.



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)		

	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

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.

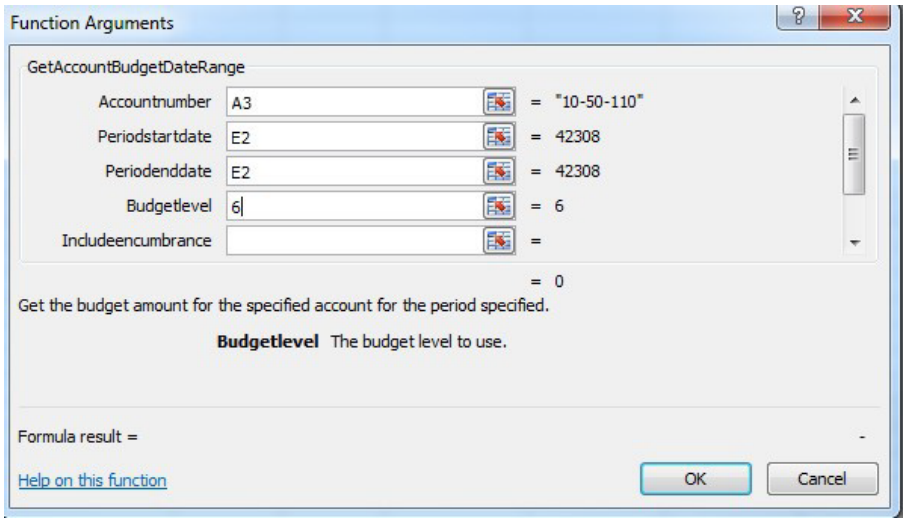
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

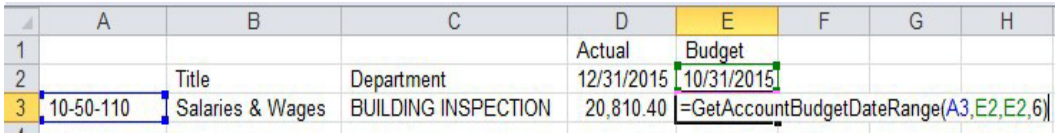
Once you have this function set, you can simply change the month (cell E2 in the example above) and the account balance will automatically change.

=GetAccountBudgetDateRange()

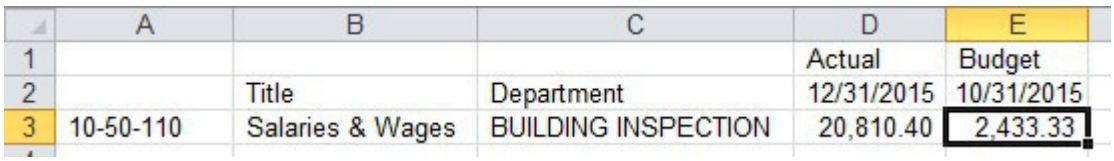
The =**GetAccountBudgetDateRange()** function will provide you with the year-todate budget for a particular account for a specified date range. This function is useful if you are budgeting on a monthly basis rather than a yearly basis. You can then use this function to pull the budget for a specific 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.



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)			



	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

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.

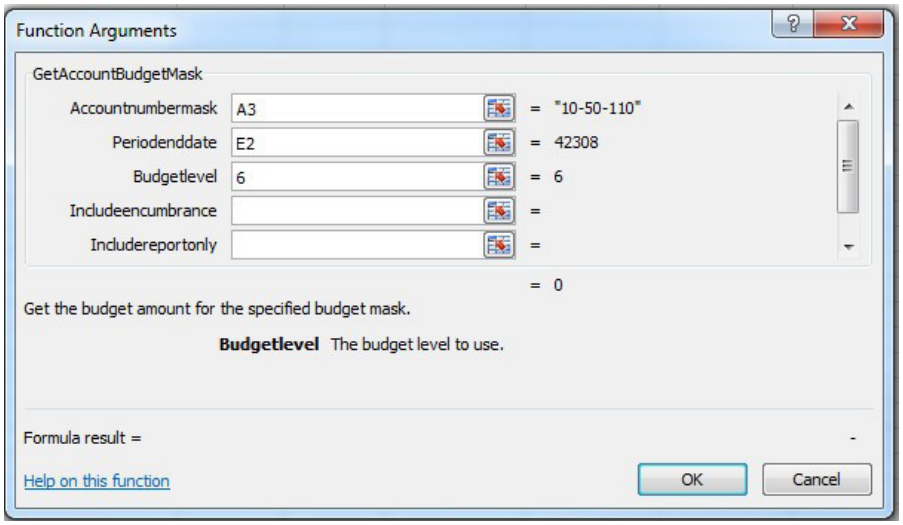
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If

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.



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*".

	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)		

	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

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.

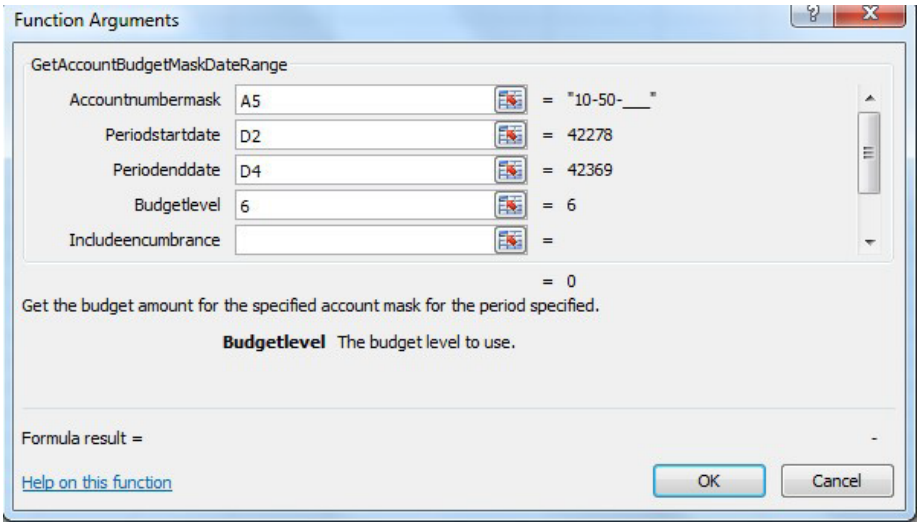
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering 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 yeartodate 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 "1050", 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.



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 fx 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				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)			

	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
6				

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.

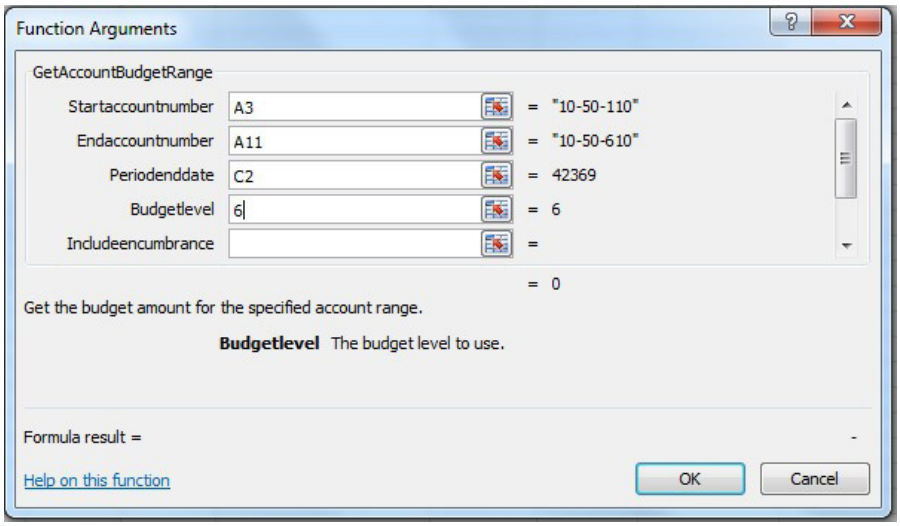
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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 yeartodate 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.



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						

	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	

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.

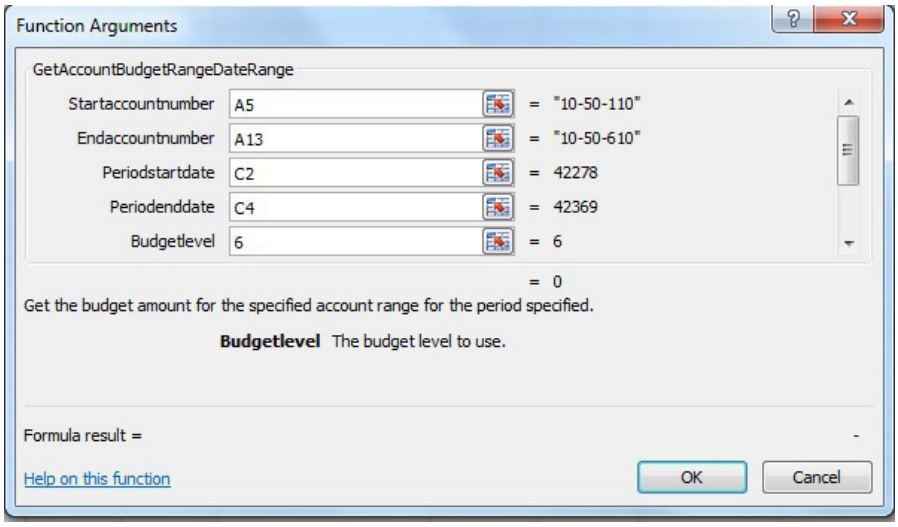
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

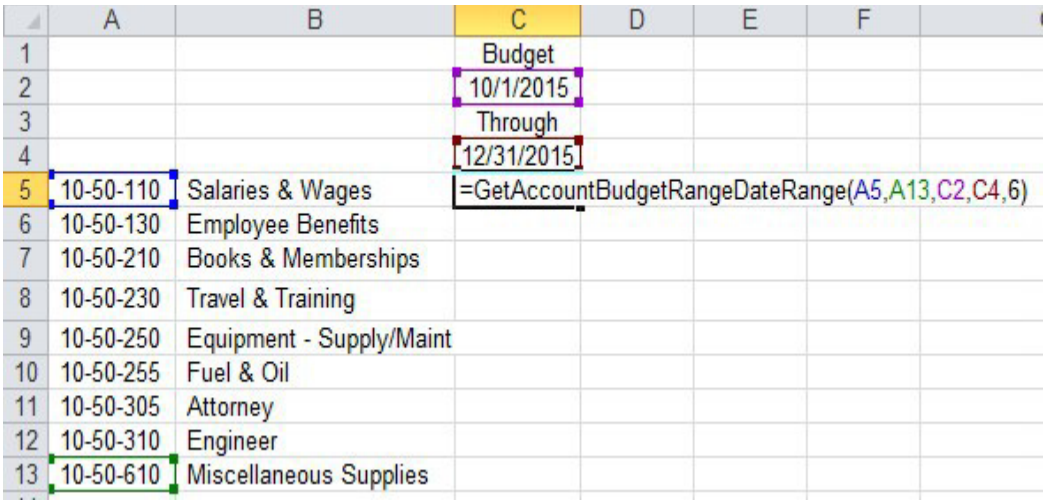
Once you have this function set, you can simply change the month (cell C2 in the example above) and the account balance will automatically change.

=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 "10-50110" 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.



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			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	

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.

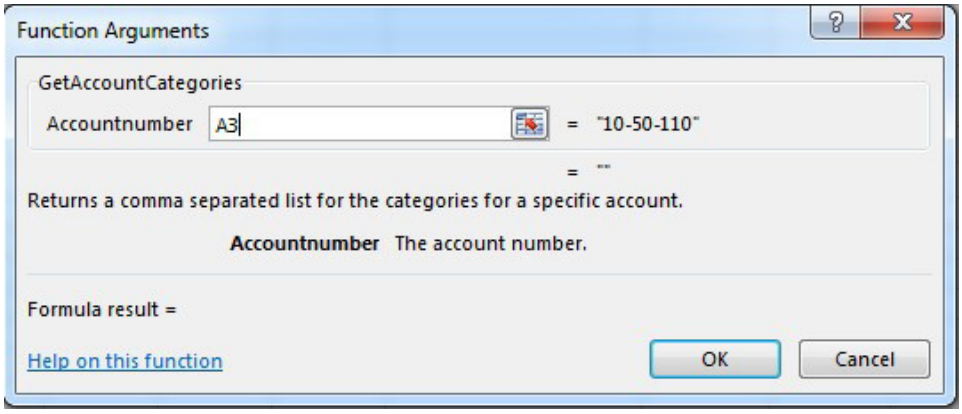
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.



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*".

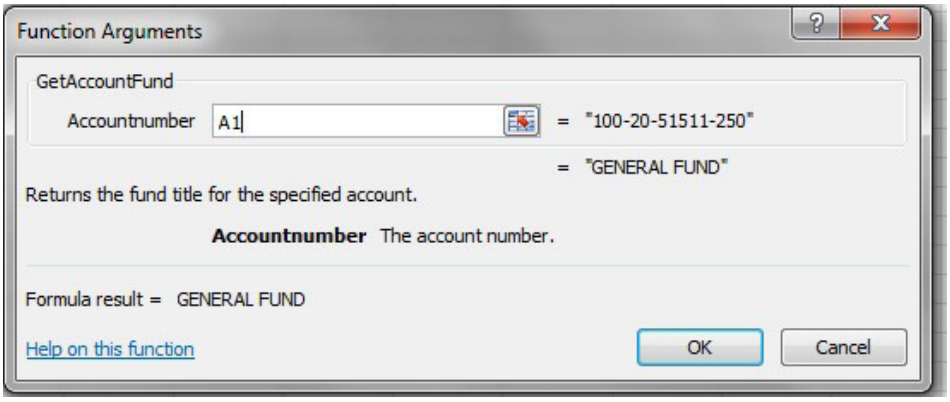
	A	B	C
1			
2		Title	Categories
3	10-50-110	Salaries & Wages	=GetAccountCategories(A3)

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

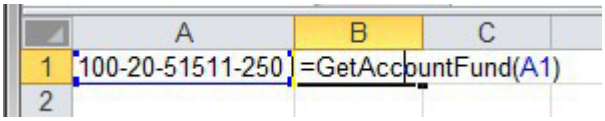
In the above example, account "10-50-110"is associated with two(2) categories: Salaries and Wages and Police.

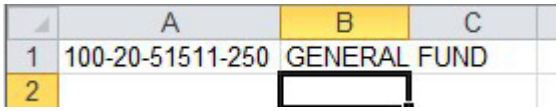
=GetAccountFund()

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



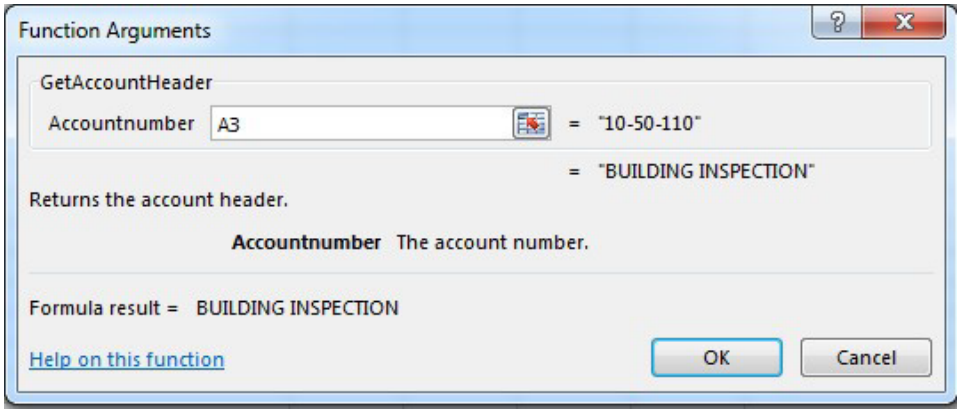
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





=GetAccountHeader()

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



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*".

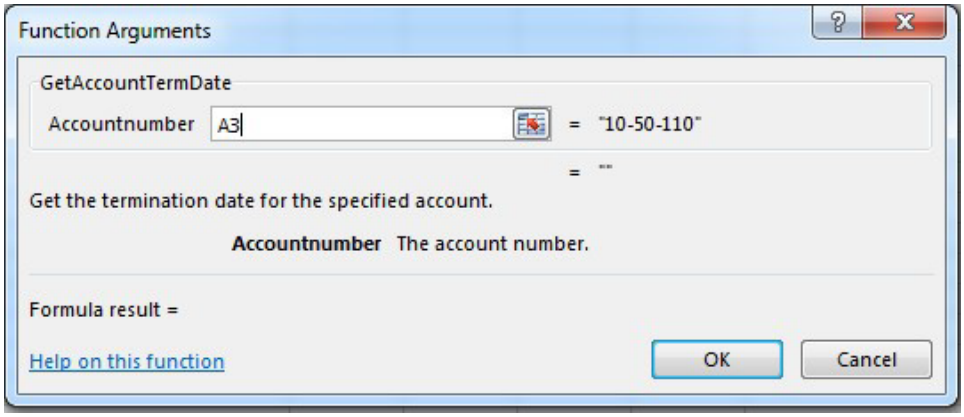
	A	B	C
1			
2		Title	Department
3	10-50-110	Salaries & Wages	=GetAccountHeader(A3)

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

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.



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*".

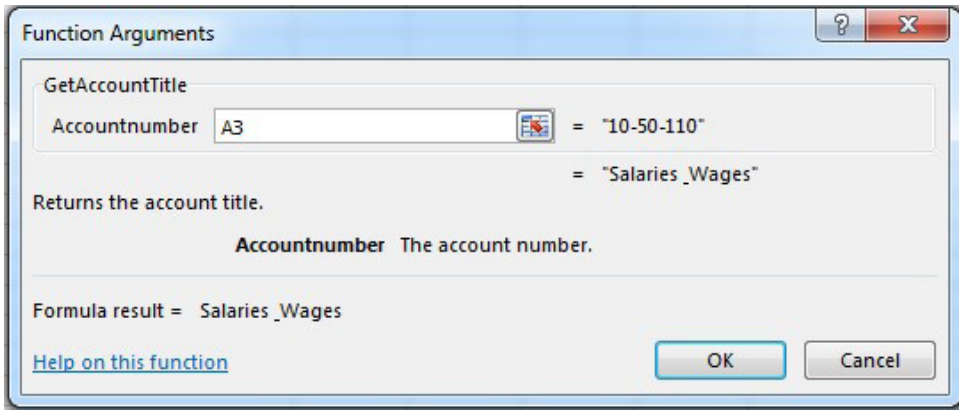
	A	B	C
1			
2		Title	Termination Date
3	10-50-110	Salaries & Wages	=GetAccountTermDate(A3)

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

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.



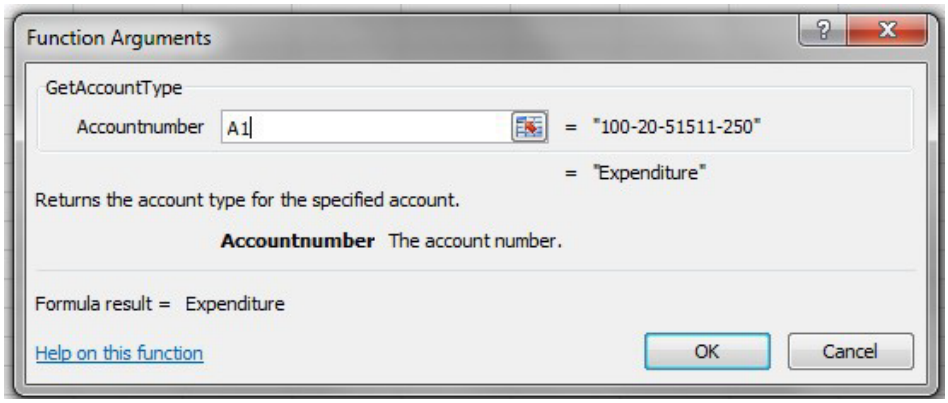
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

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

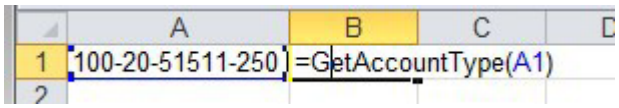
	A	B
1		Title
2	10-50-110	Salaries & Wages

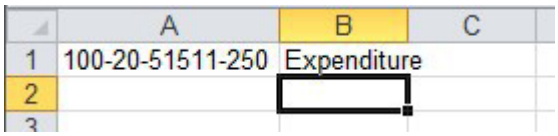
=GetAccountType()

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.



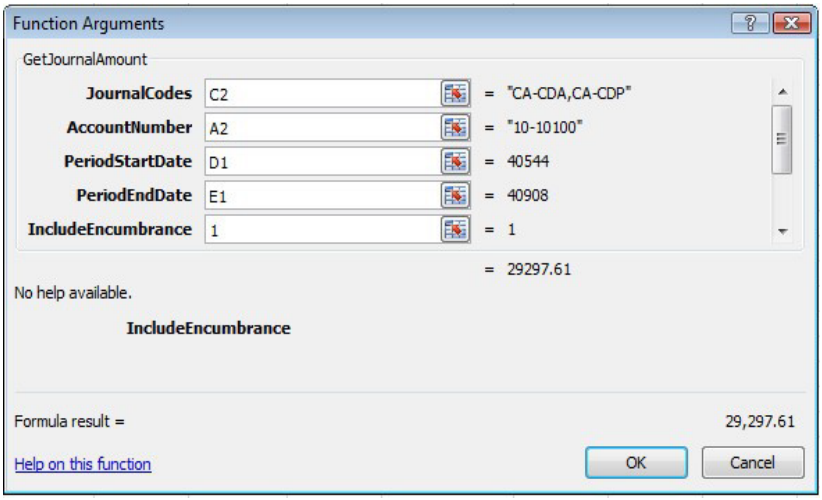
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





=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.



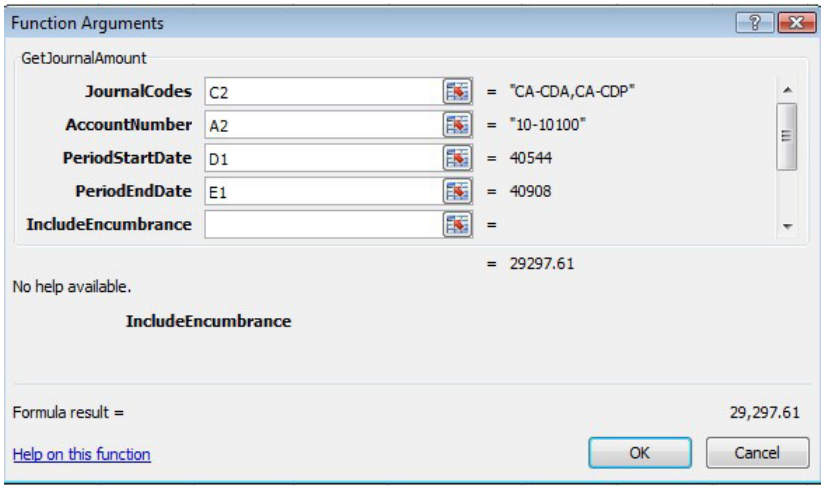
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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)		

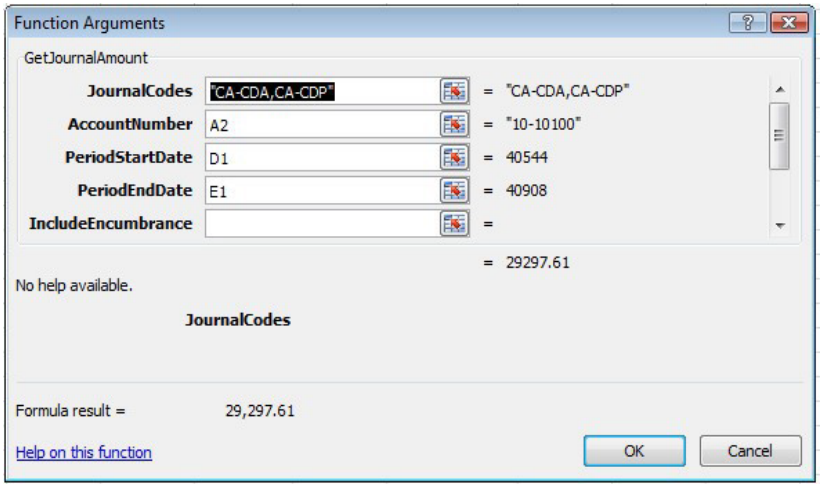
	A	B	C	D	E
1			Journal Codes	1/1/2011	12/31/2011
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	29,297.61	

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.



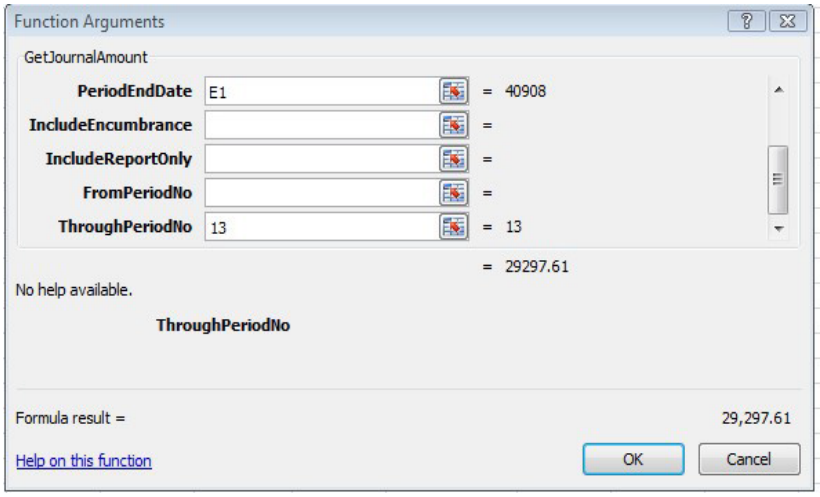
	A	B	C	D	E	F
1			Journal Codes	1/1/2011	12/31/2011	
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	=GetJournalAmount(C2,A2,D1,E1)		

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.



	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)				

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.



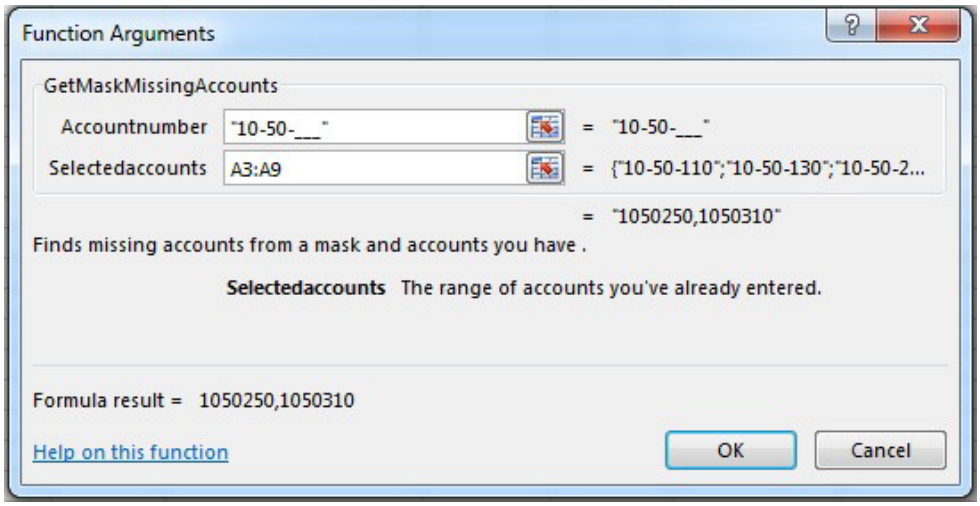
	A	B	C	D	E	F
1			Journal Codes	1/1/2011	12/31/2011	
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	=GetJournalAmount(C2,A2,D1,E1,,,,13)		

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()

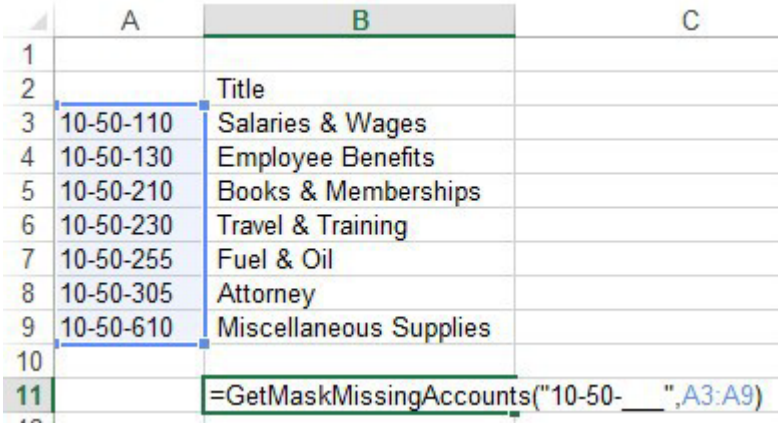
The =**GetMaskMissingAccounts()** custom function will provide you with a list of accounts that may be missing in your spreadsheet. This function behaves much like the **=GetRangeMissingAccounts()** function. This is a worthwhile function to use when auditing your spreadsheet to make sure there are no 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.



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.

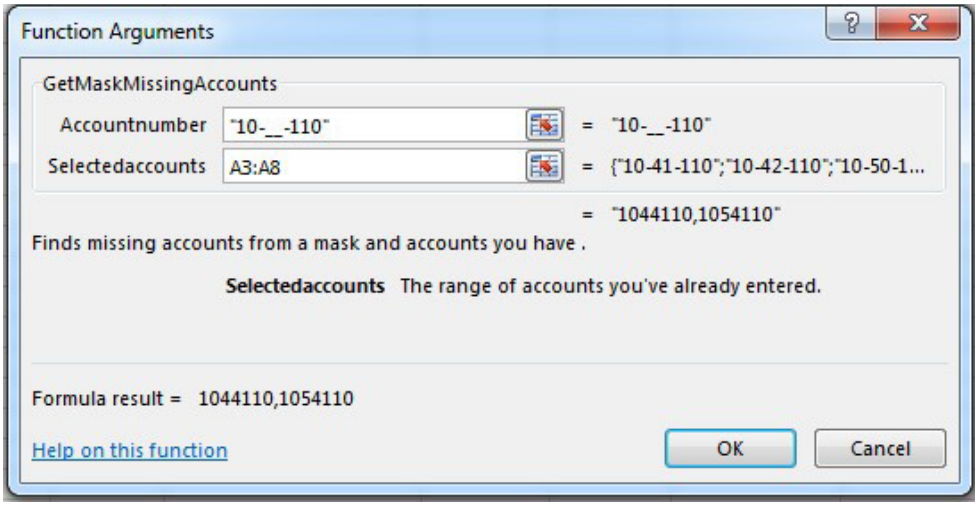


	A	B	C
1			
2		Title	
3	10-50-110	Salaries & Wages	
4	10-50-130	Employee Benefits	
5	10-50-210	Books & Memberships	
6	10-50-230	Travel & Training	
7	10-50-255	Fuel & Oil	
8	10-50-305	Attorney	
9	10-50-610	Miscellaneous Supplies	
10			
11		=GetMaskMissingAccounts("10-50-___",A3:A9)	

	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		

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.



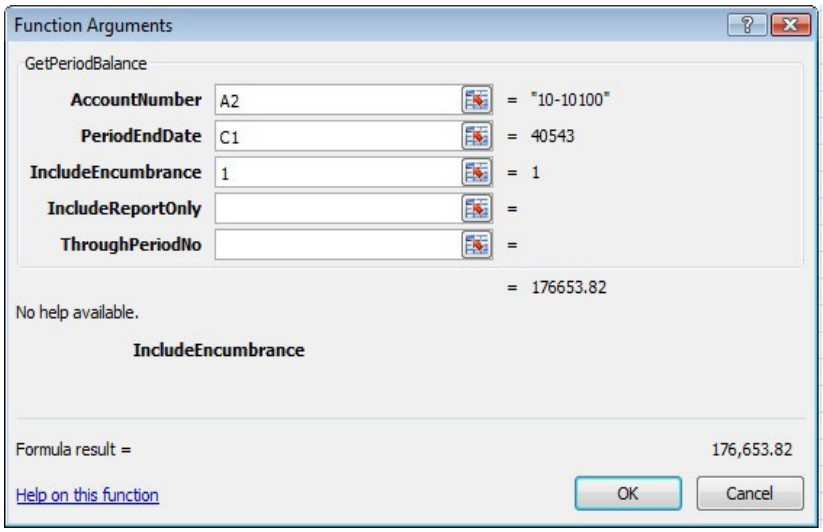
	A	B	C
1			
2		Title	
3	10-41-110	Salaries & Wages	
4	10-42-110	Salaries & Wages	
5	10-50-110	Salaries & Wages	
6	10-57-110	Salaries & Wages	
7	10-60-110	Salaries & Wages	
8	10-70-110	Salaries & Wages	
9			
10		=GetMaskMissingAccounts("10-__-110",A3:A8)	

	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

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.



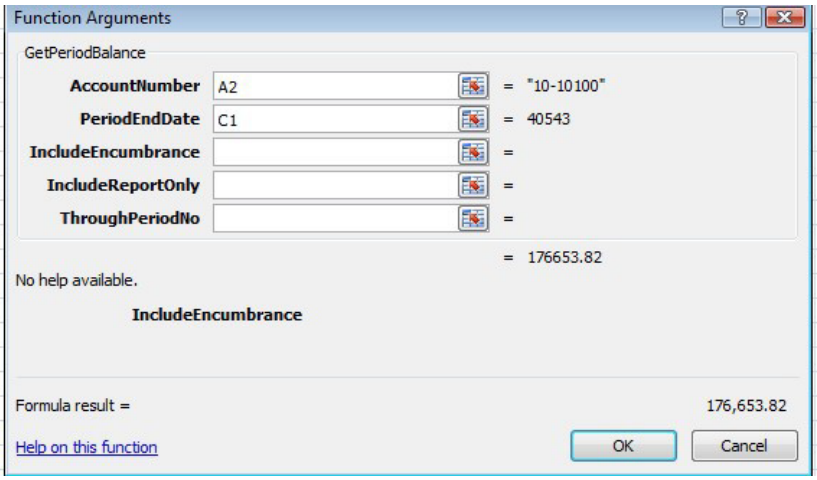
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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)	

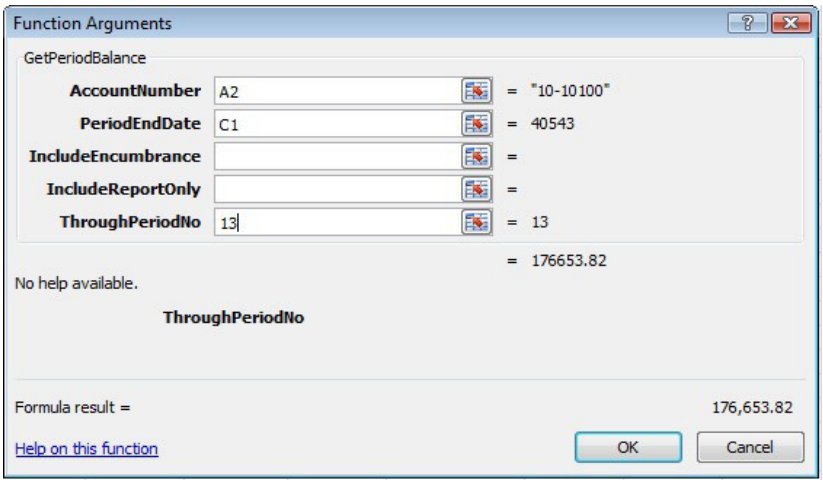
	A	B	C
1			12/31/2010
2	10-10100	Cash - Combined Fund	176,653.82

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.



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

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.

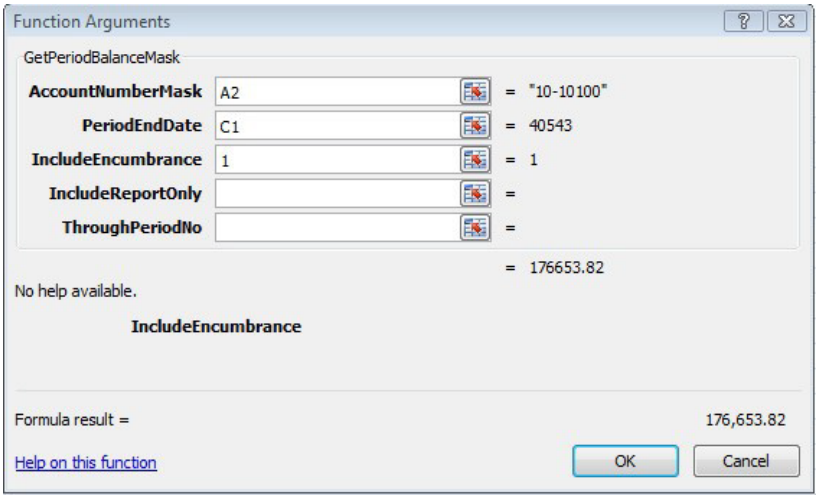


	A	B	C	D
1			12/31/2010	
2	10-10100	Cash - Combined Fund	=GetPeriodBalance(A2,C1,,,13)	

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 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.

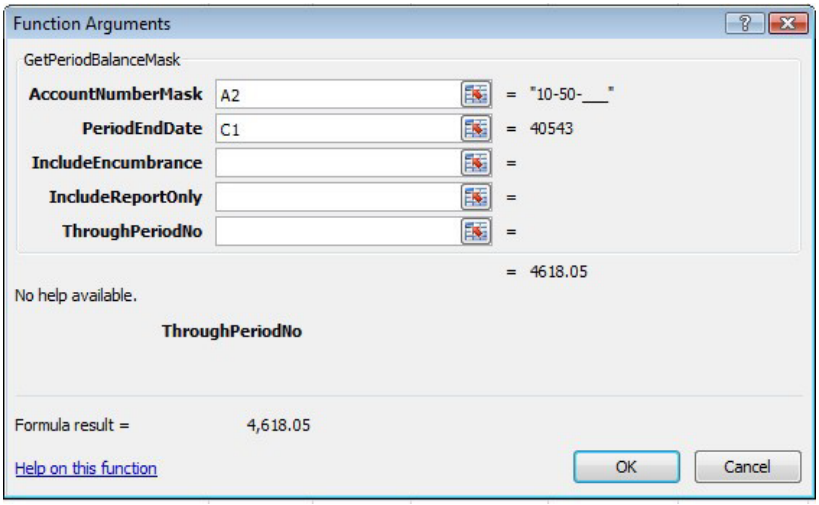
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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)		

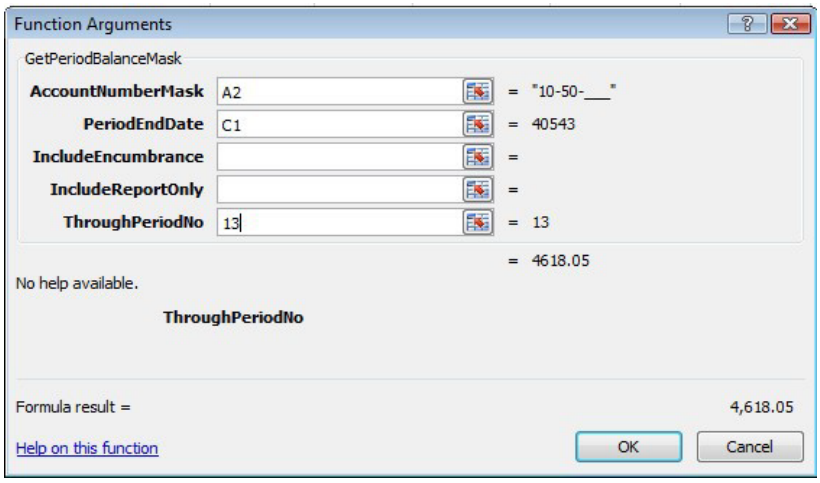
	A	B	C
1			12/31/2010
2	10-50-___	BUILDING INSPECTION	4,618.05

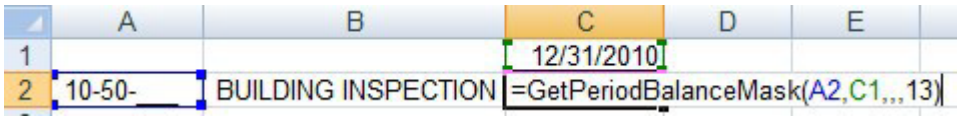
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.



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

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.

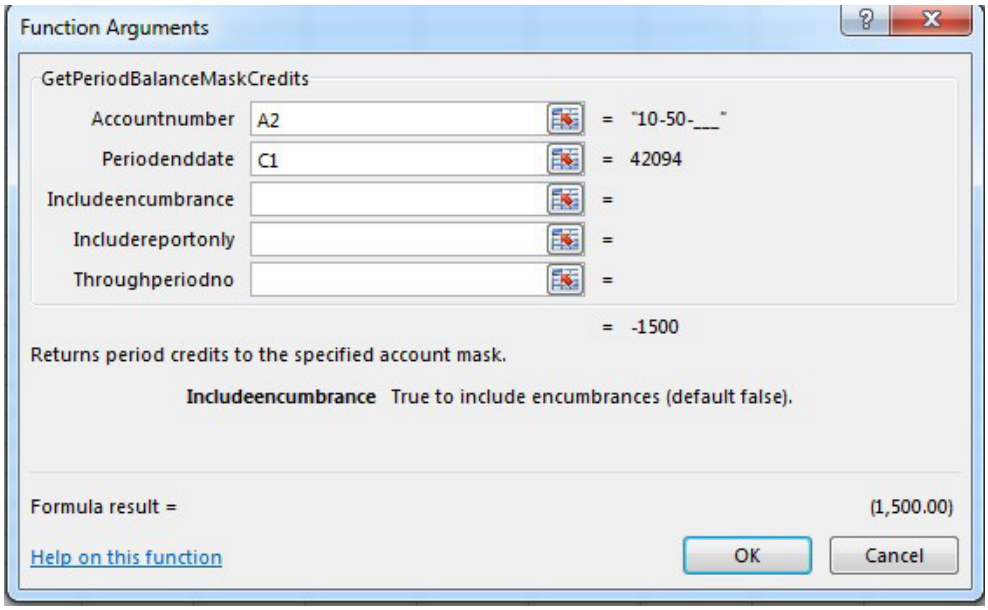




Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodBalanceMaskCredits()

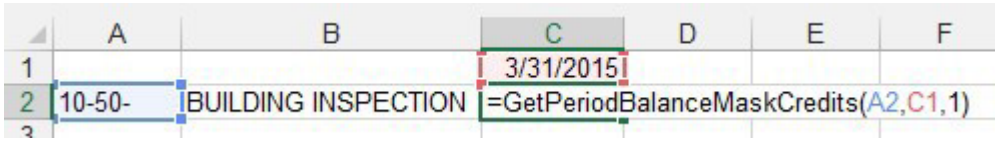
The =**GetPeriodBalanceMaskCredits()** custom function will provide you with the credit entries for a particular account segment and specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total of all credit 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.

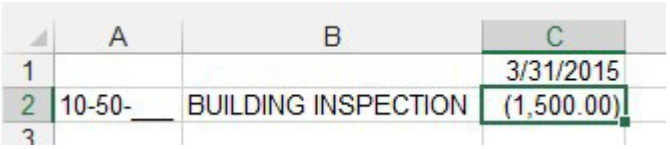


The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the example in the first paragraph for the Building Inspection department, I would use the following: "10-50-___". We are telling Excel to total everything that starts with 10-50 by 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 fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





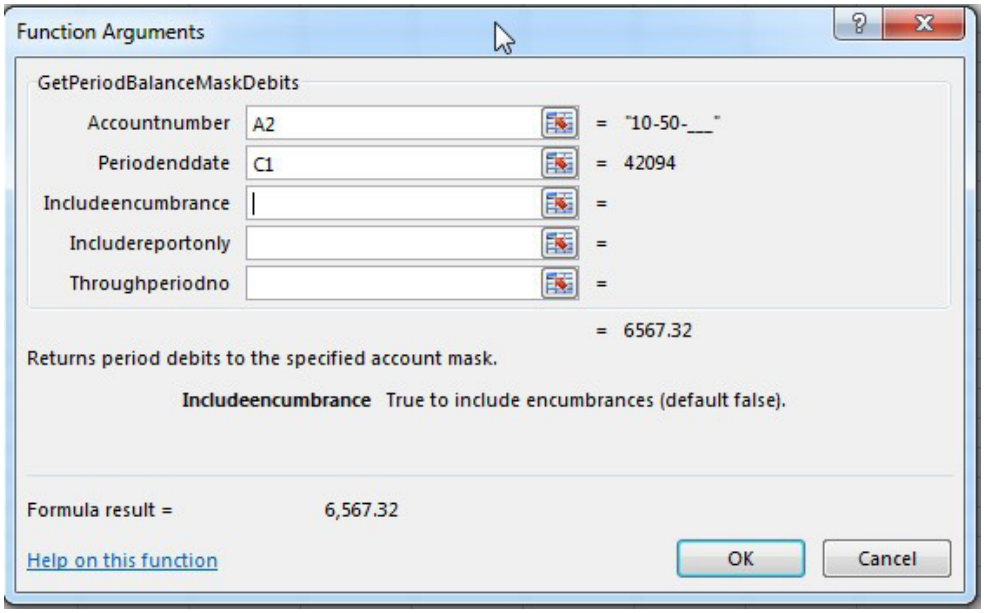
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.



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	F
1			3/31/2015			
2	10-50-	BUILDING INSPECTION	=GetPeriodBalanceMaskDebits(A2,C1)			

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

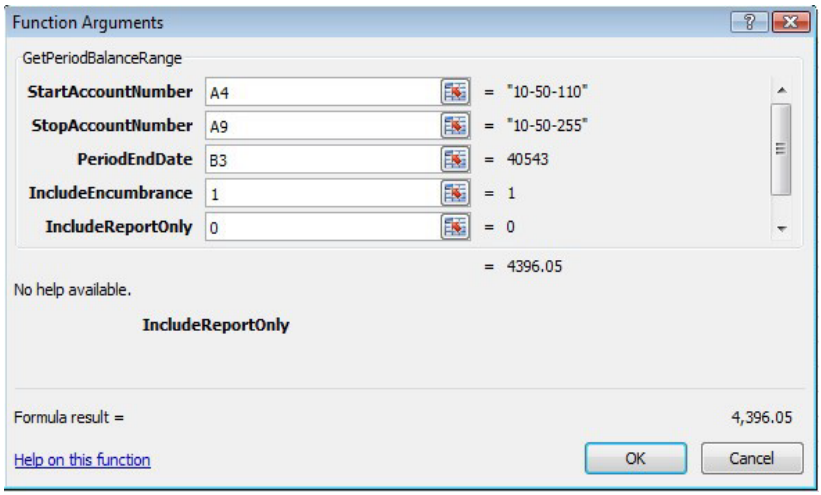
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

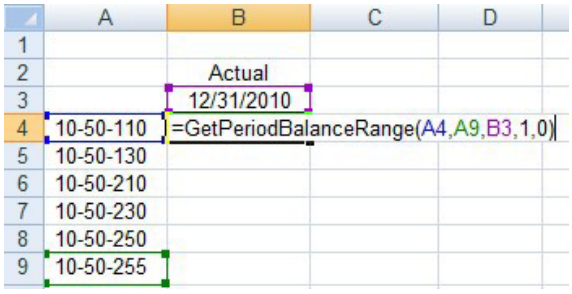
=GetPeriodBalanceRange()

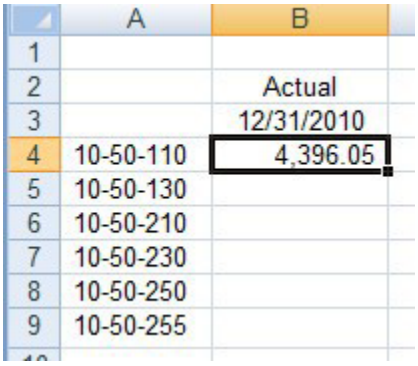
The =**GetPeriodBalanceRange()** custom function will provide you with the period actual for a particular range of accounts through a specified month. For example, you can get a period totals for all accounts from “10-50-110” through “10-50-255”. Six arguments are utilized for this custom function: start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



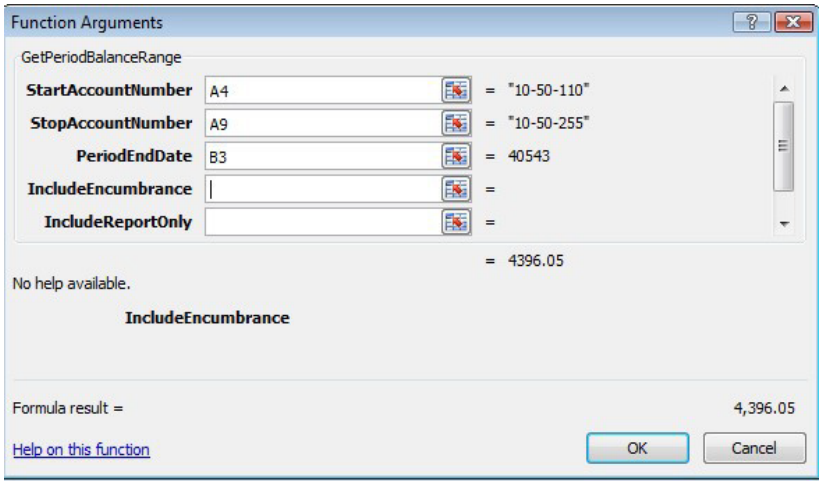
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

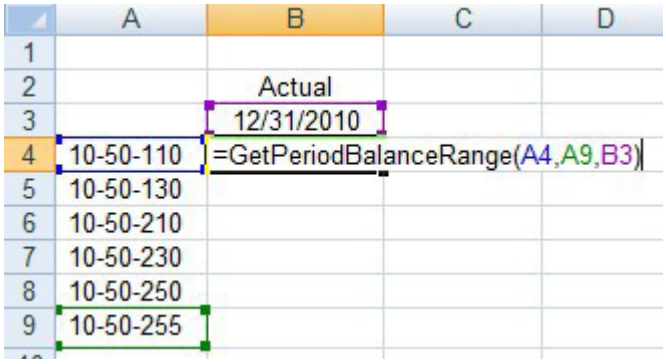
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



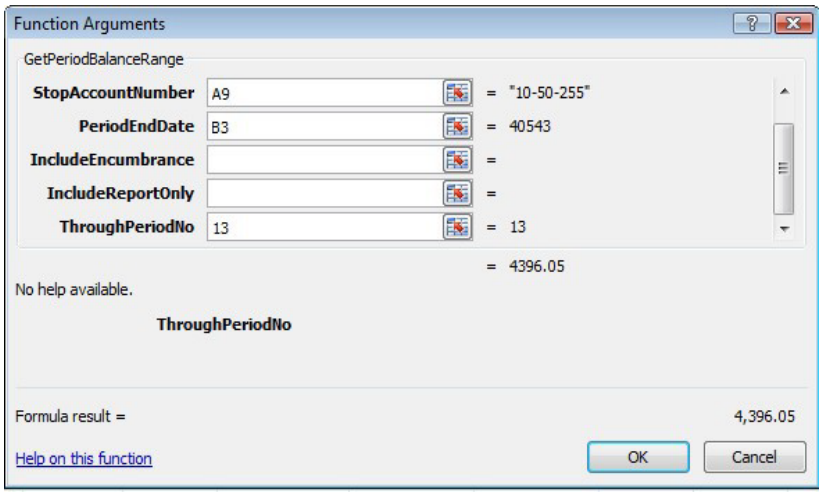


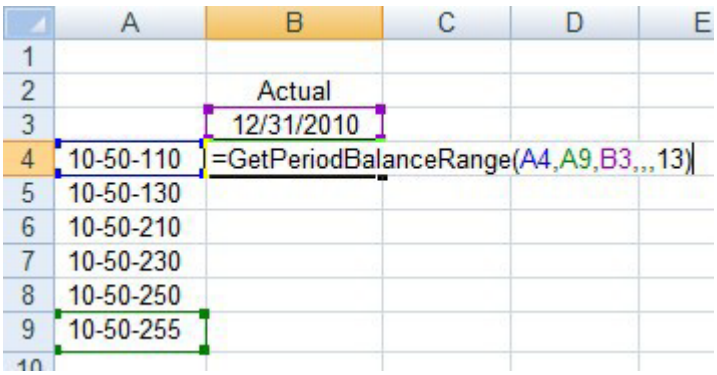
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

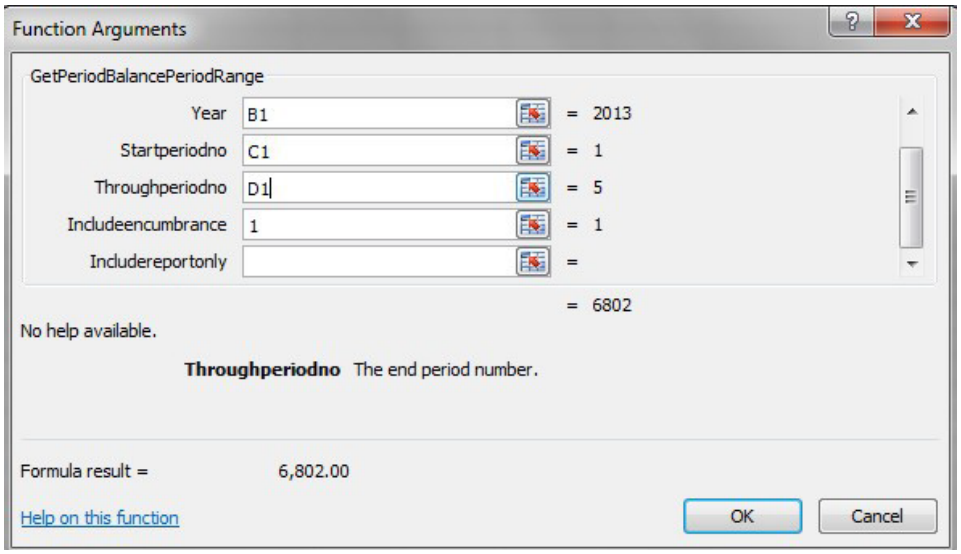




Once you have this function set, you can simply change the month (cell B3 in the example above) and the account balance will automatically change.

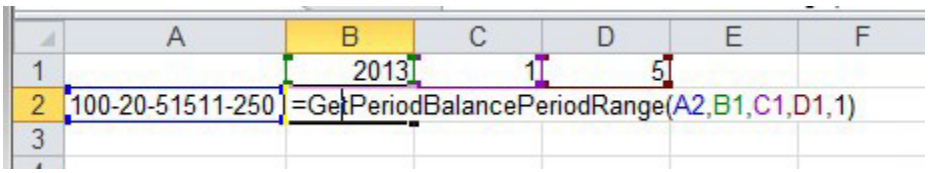
=GetPeriodBalancePeriodRange()

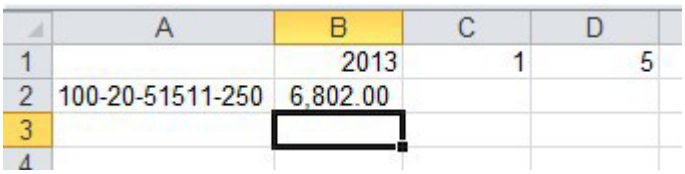
The =**GetPeriodBalancePeriodRange()** custom function will provide you with the actual balance for a particular accounts for a specified range of periods for a specified year. For example, you can get period totals for account from "1002051511-250" for 2013 from period 1 through period 5. Six arguments 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.



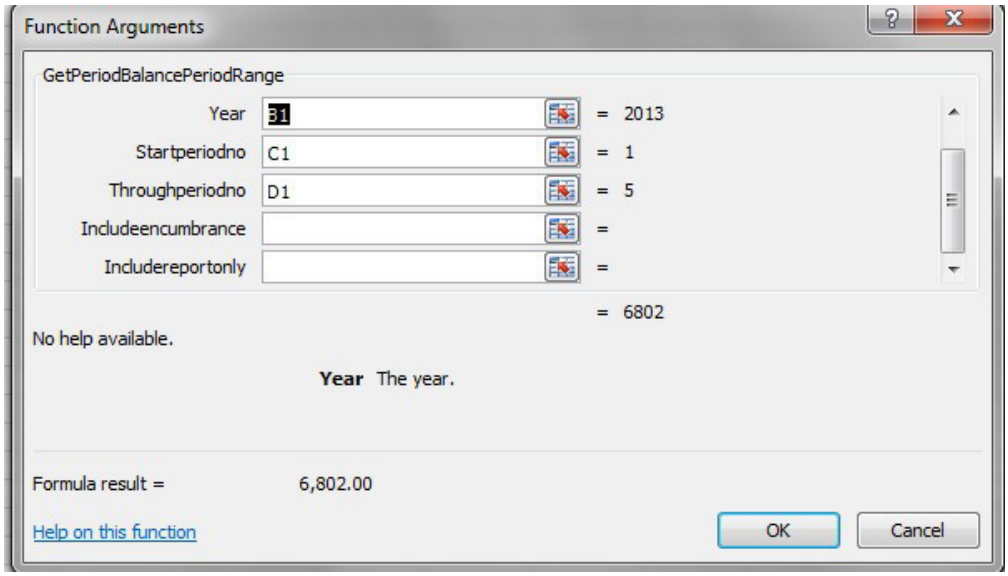
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

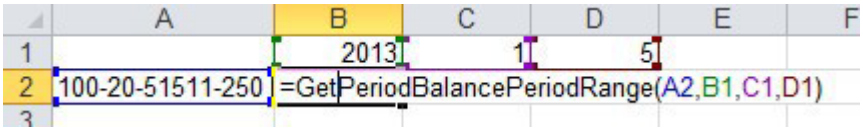
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





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.

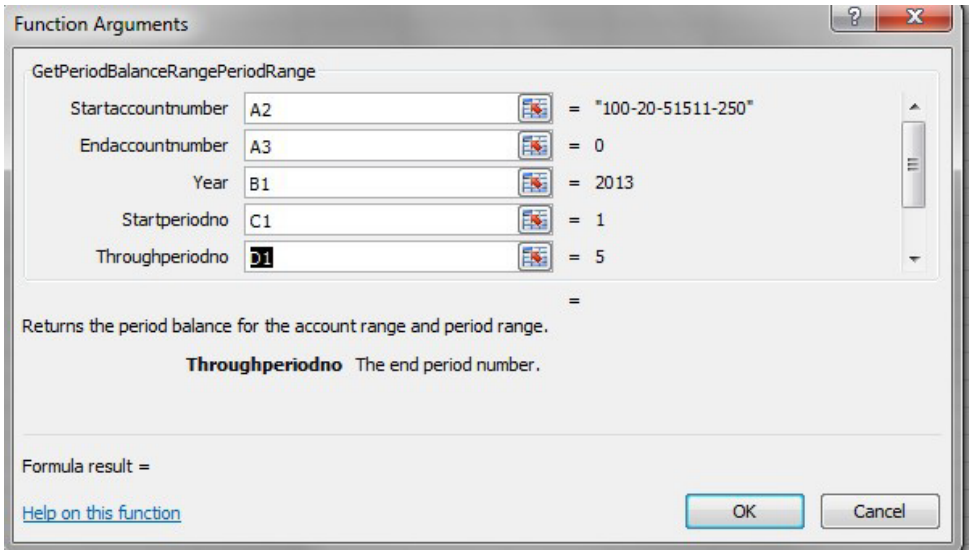




Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

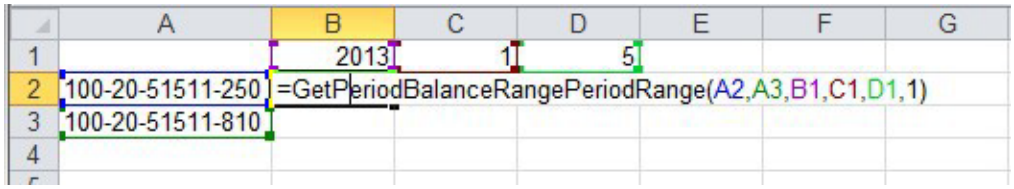
=GetPeriodBalanceRangePeriodRange()

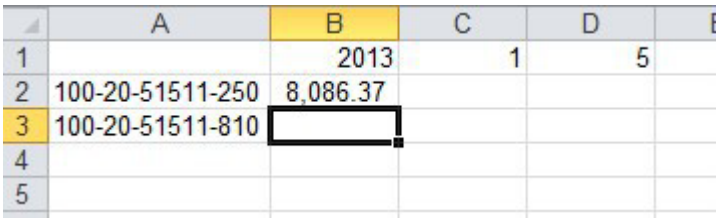
The =**GetPeriodBalanceRangePeriodRange()** custom function will provide you with the actual balance for a range of accounts for a specified range of periods for a specified year. For example, you can get period totals for account “100-20-51511250” to account “100-20-51511-810” for 2013 from period 1 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.



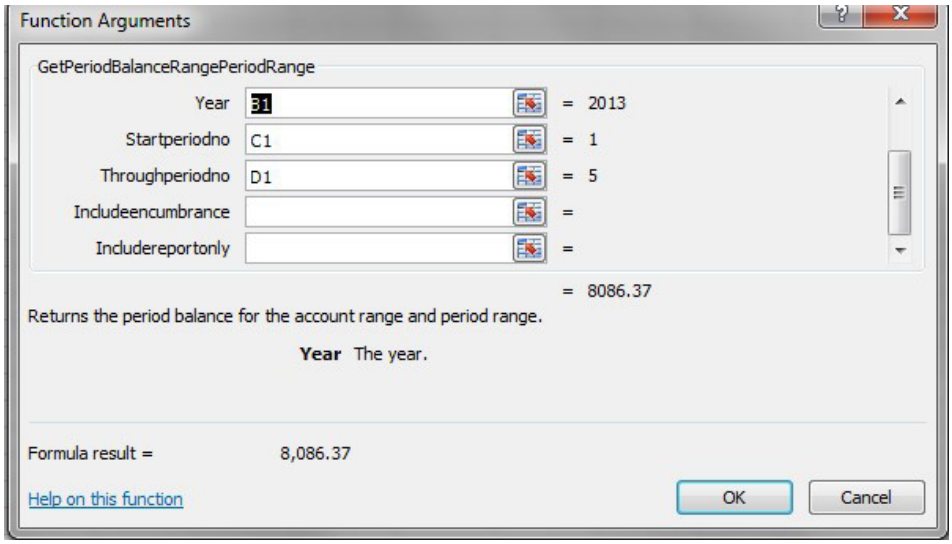
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

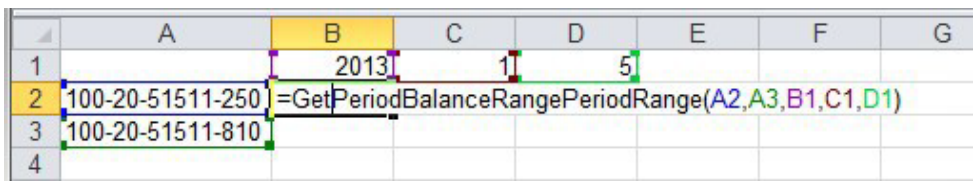
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





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.

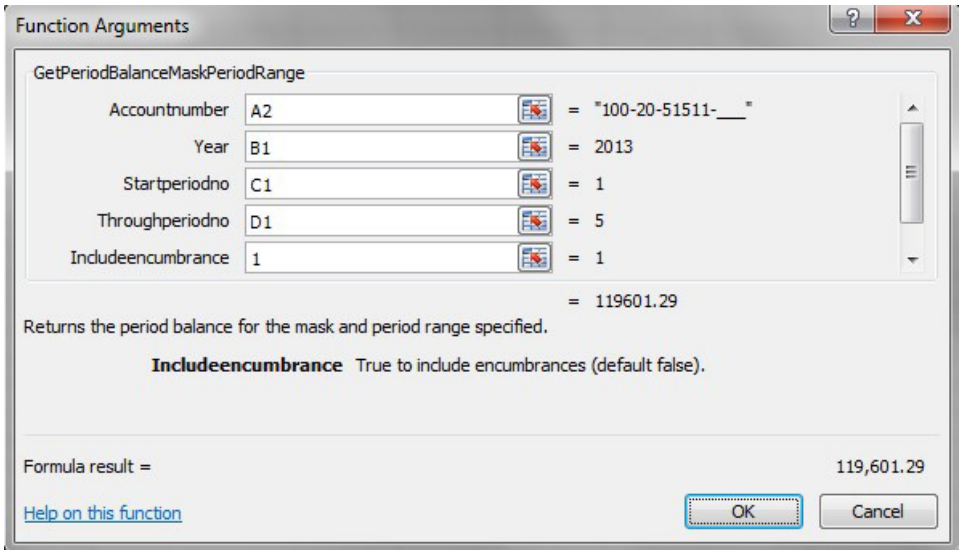




Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

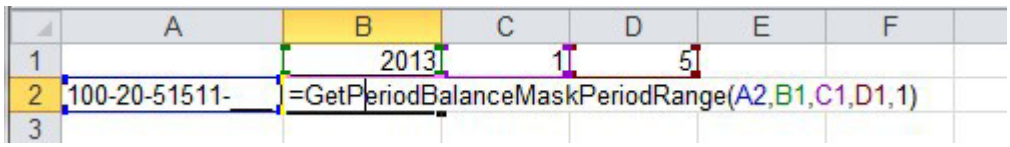
=GetPeriodBalanceMaskPeriodRange()

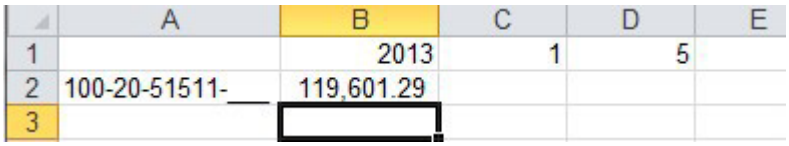
The =**GetPeriodBalanceMaskPeriodRange()** custom function will provide you with the actual for a particular account segment for a specified range of periods for a specified year. For example, you can get period totals for accounts that begin "10020-51511___" for 2013 from period 1 through period 5. 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.



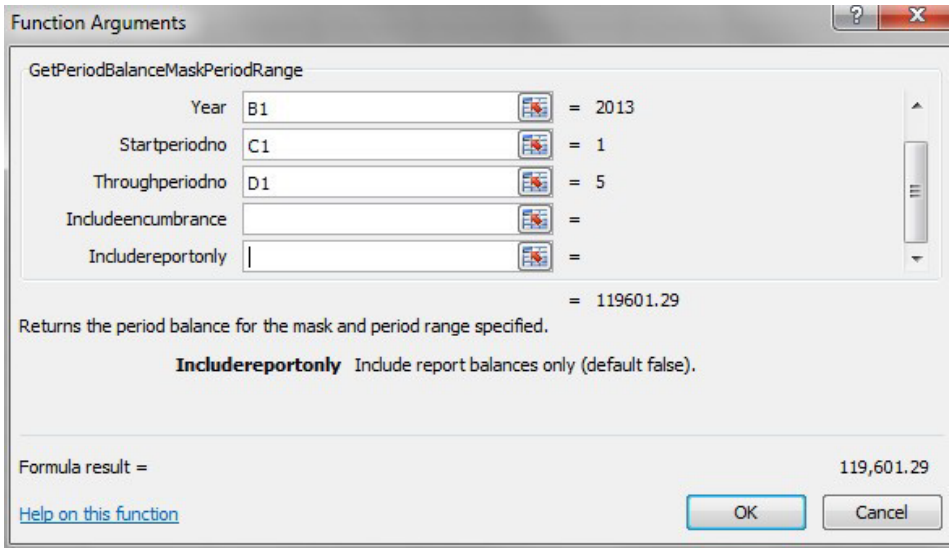
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

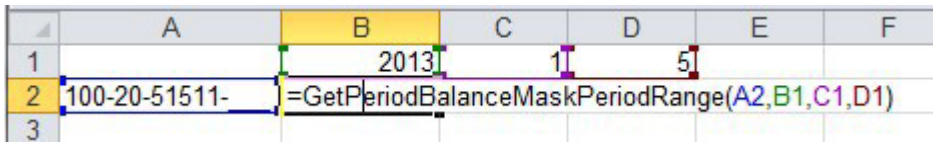
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





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.



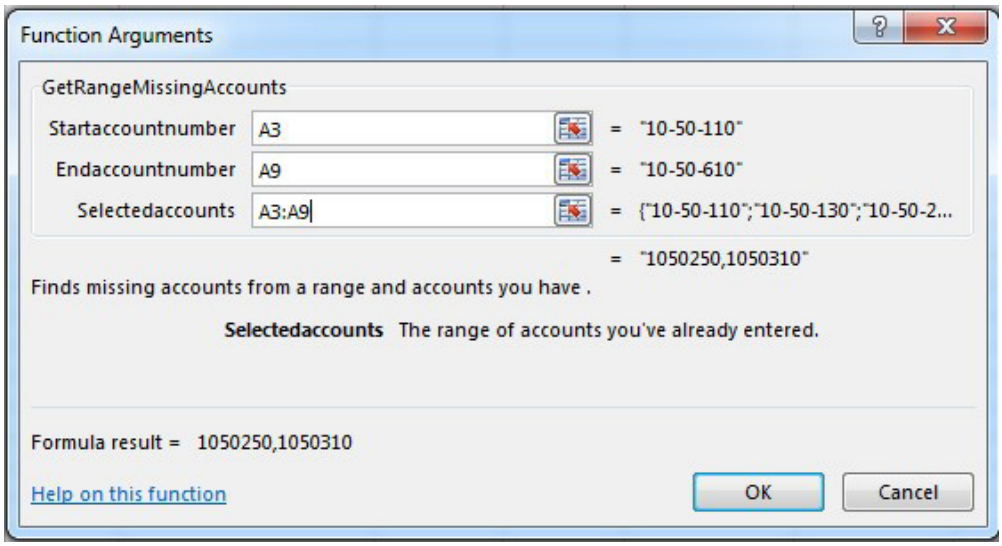


Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

=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.



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*".

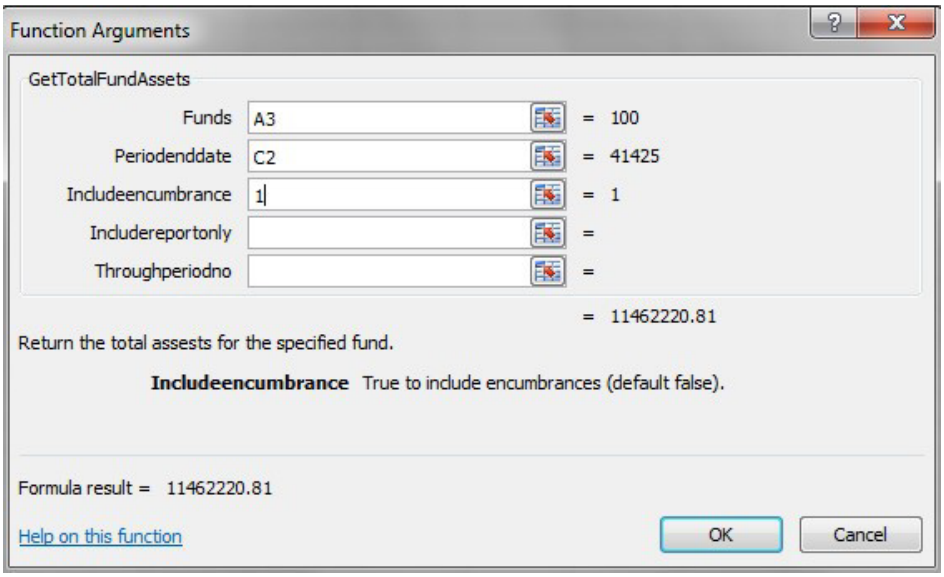
	A	B	C
1			
2		Title	
3	10-50-110	Salaries & Wages	
4	10-50-130	Employee Benefits	
5	10-50-210	Books & Memberships	
6	10-50-230	Travel & Training	
7	10-50-255	Fuel & Oil	
8	10-50-305	Attorney	
9	10-50-610	Miscellaneous Supplies	
10			
11		=GetRangeMissingAccounts(A3,A9,A3:A9)	
12			

	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		

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

=GetTotalFundAssets()

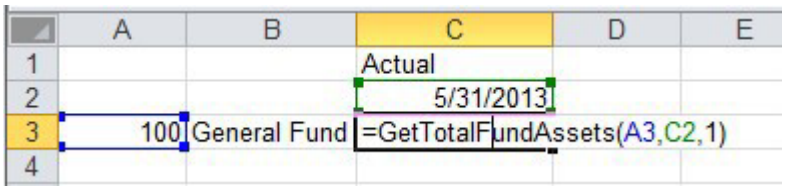
The =**GetTotalFundAssets()** custom function will provide you with the total balance for all assets of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

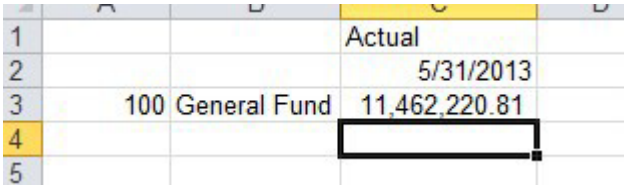


To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

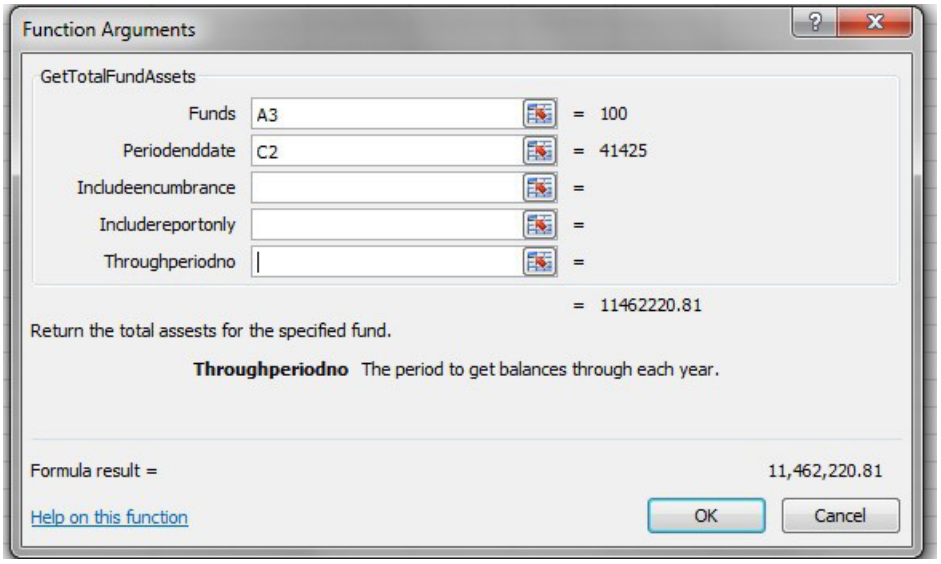
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook into a cell or find it in the functions list

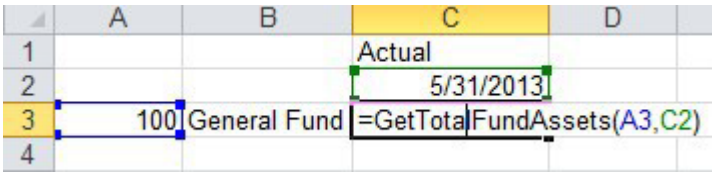
by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



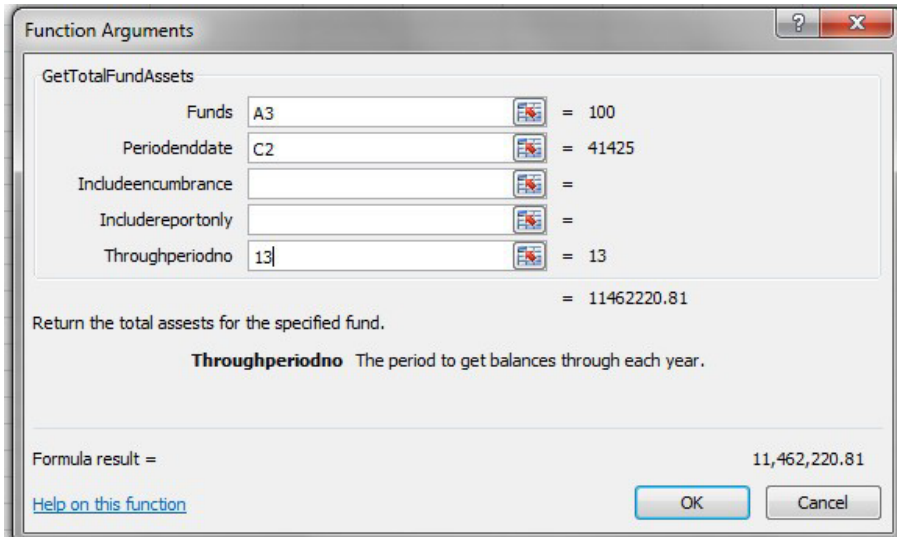


The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





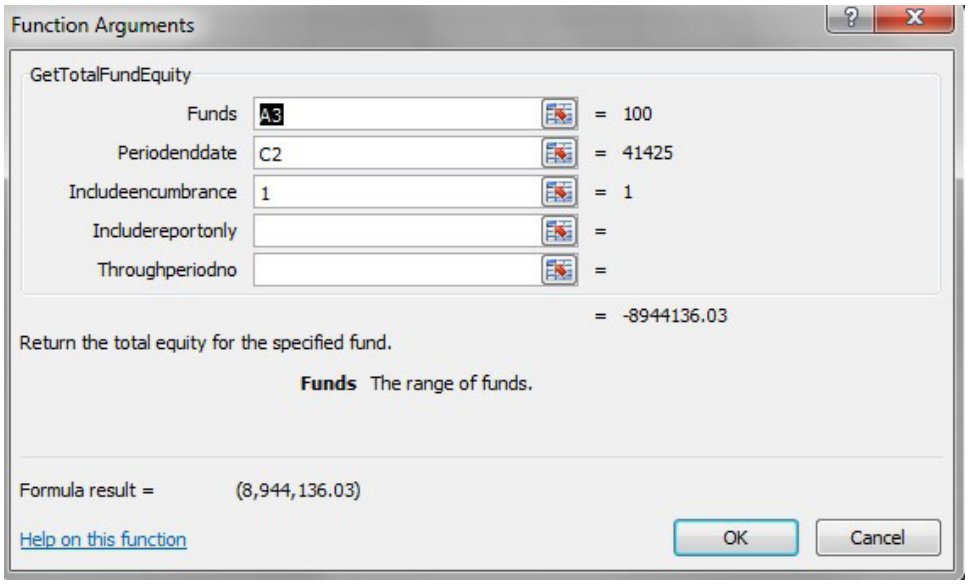
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering 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 dates (cell C2 in the example above) and the activity balance will automatically change.

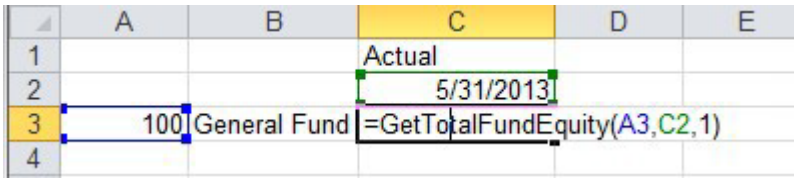
=GetTotalFundEquity()

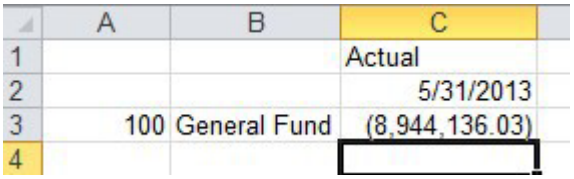
The =**GetTotalFundEquity ()** custom function will provide you with the total balance for all equity of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.



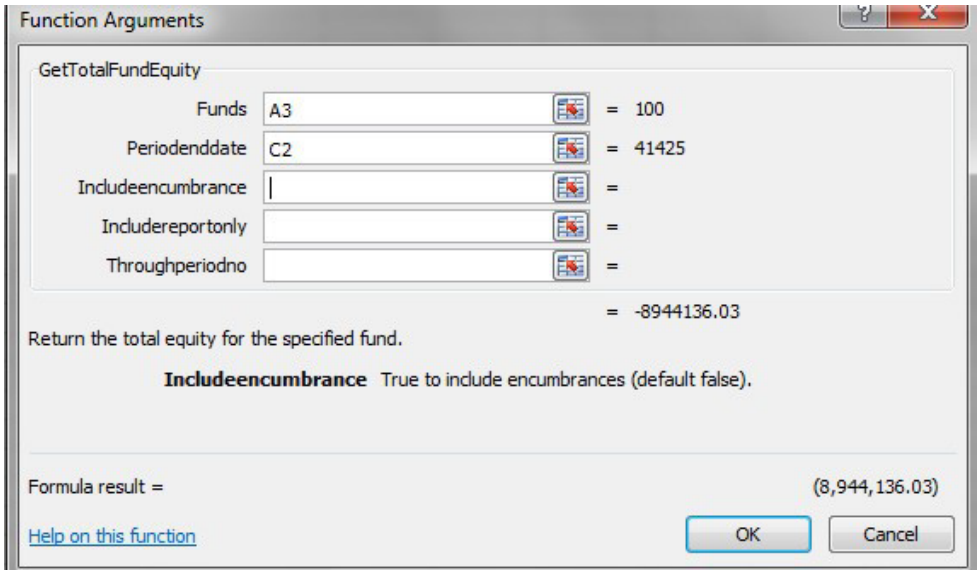
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

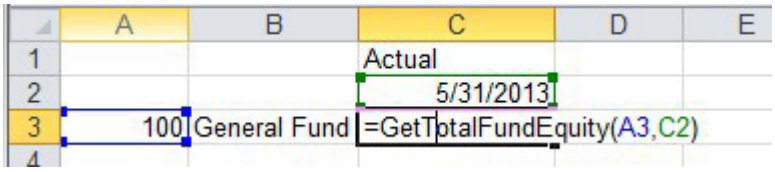
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





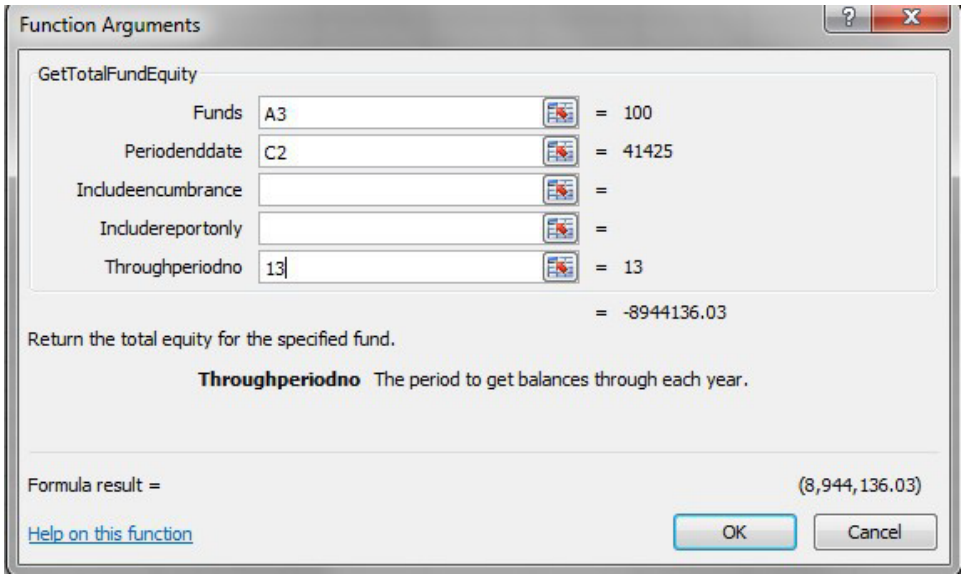
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

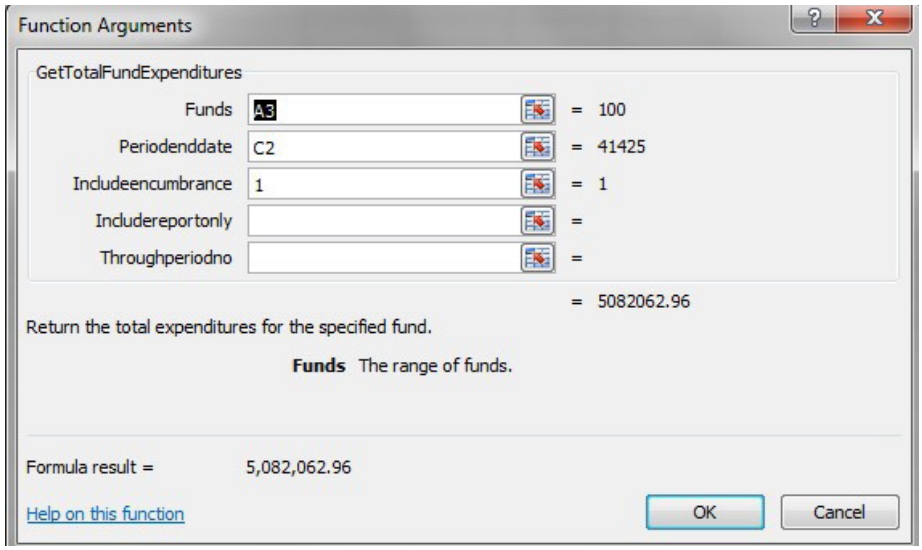
(See screen shot on next page)



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.

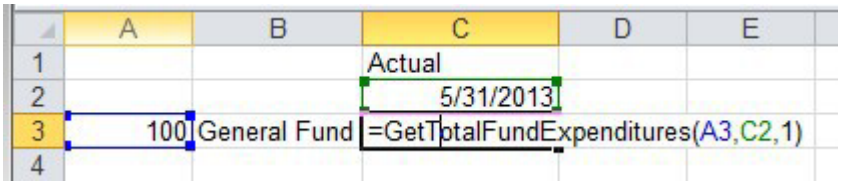
=GetTotalFundExpenditures()

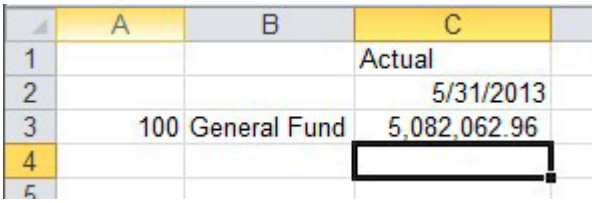
The =**GetTotalFundExpenditures()** custom function will provide you with the total balance for all expenditures of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period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



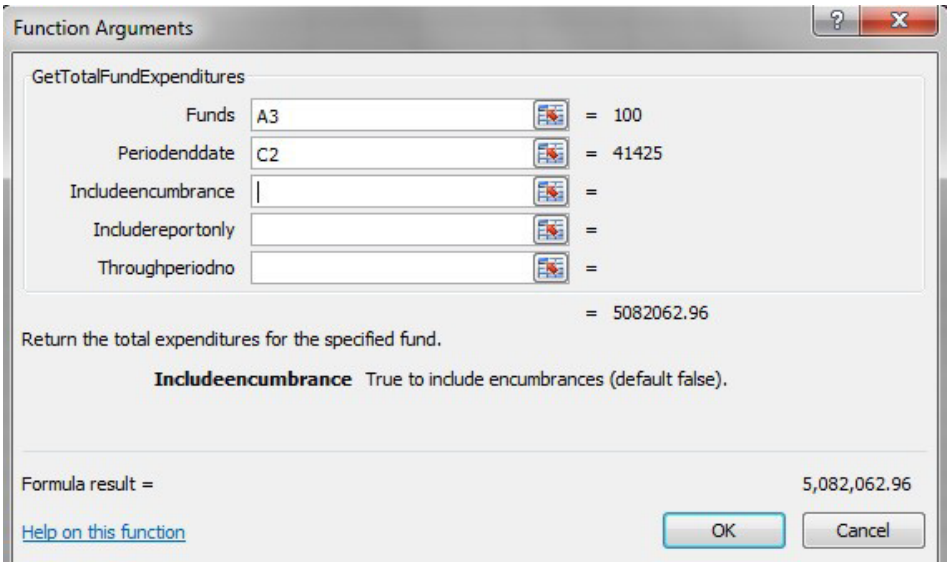
To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

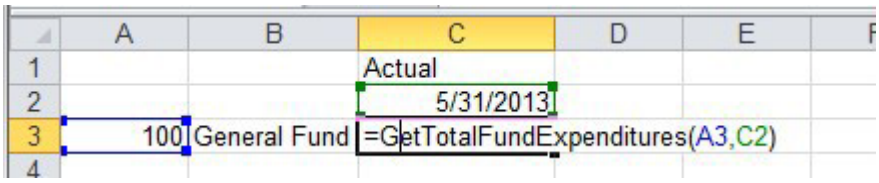
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





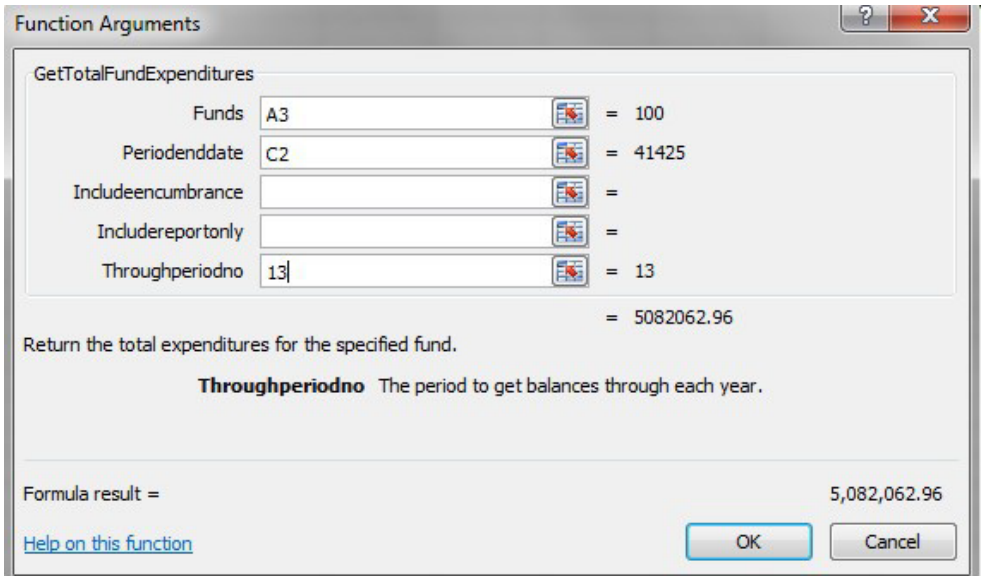
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

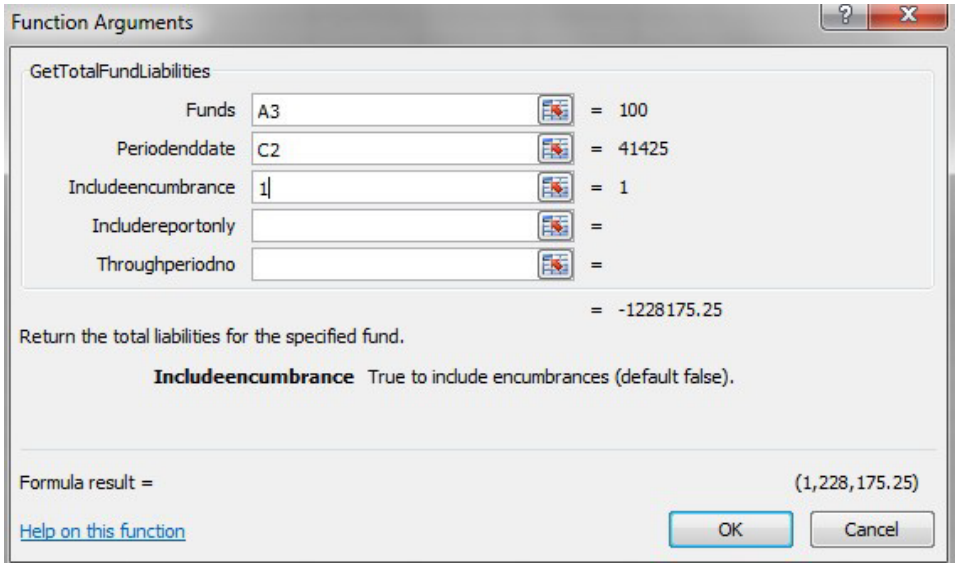
(See screen shot on next page)



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.

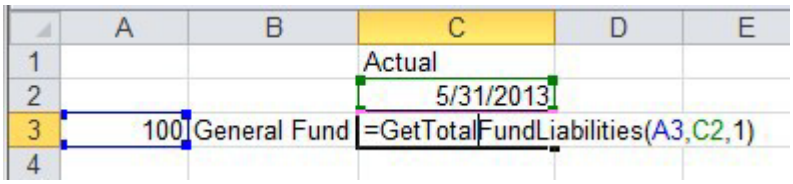
=GetTotalFundLiabilities()

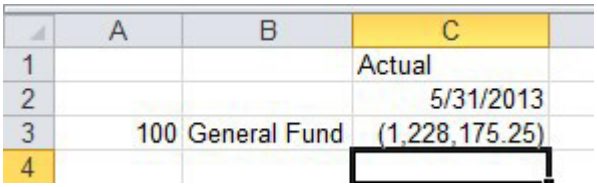
The =**GetTotalFundLiabilities ()** custom function will provide you with the balance for all liabilities of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.



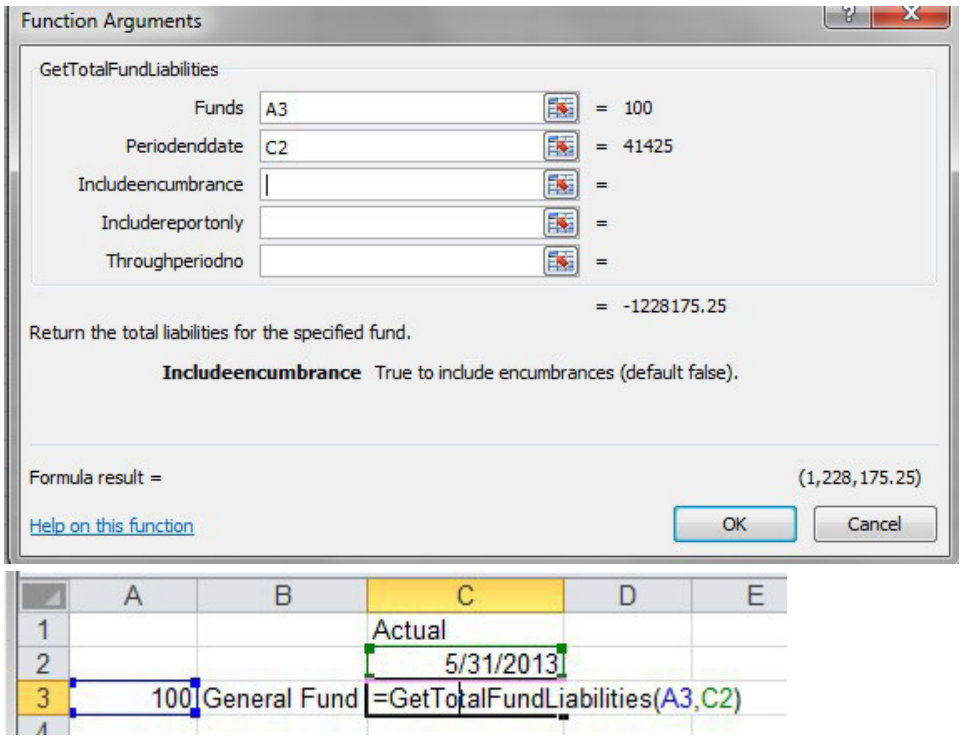
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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*".



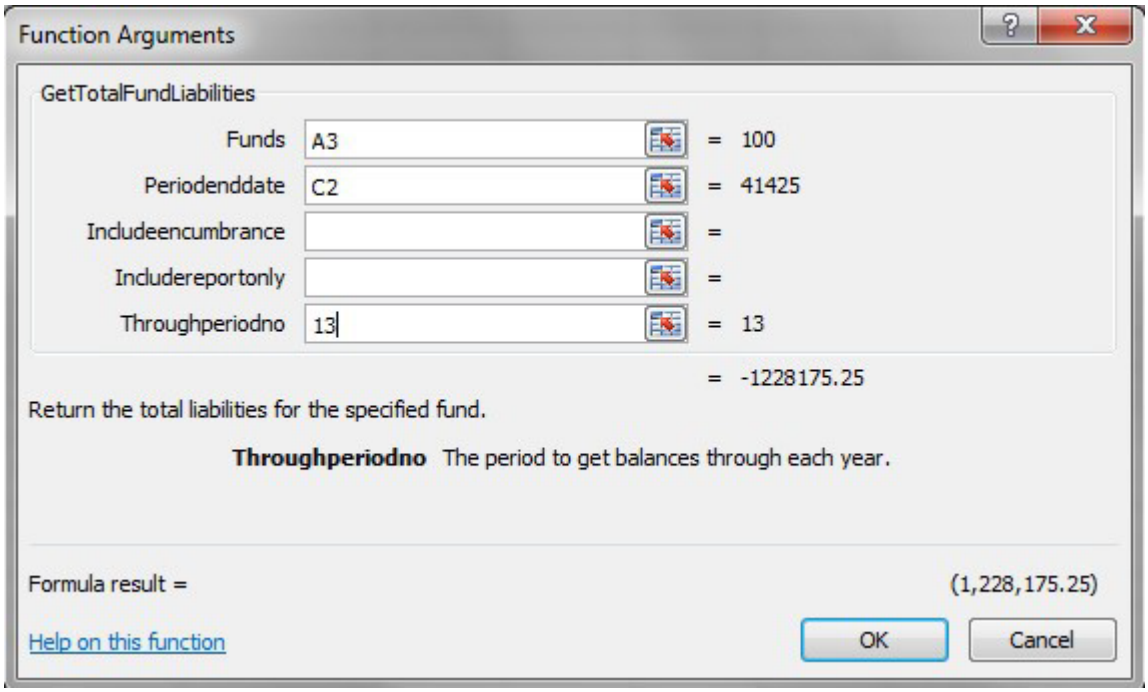


The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.



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.

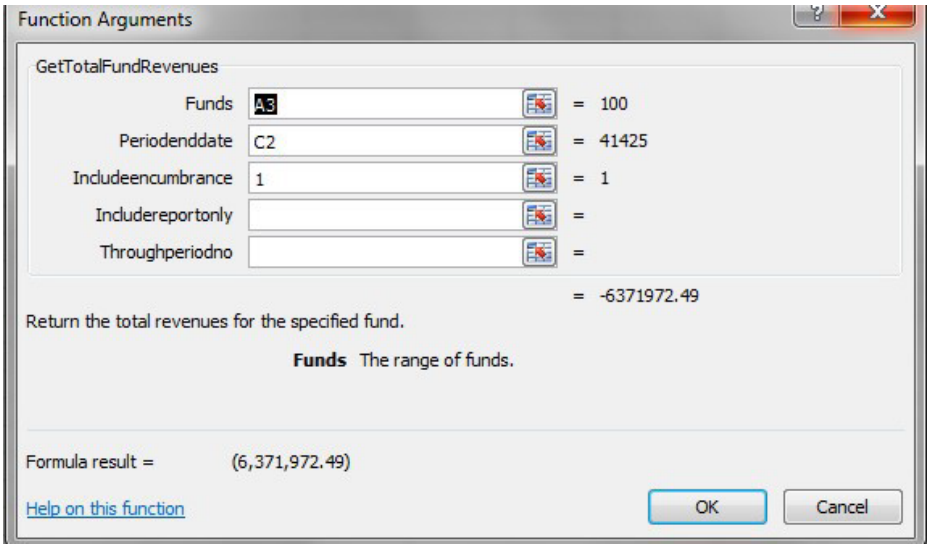
(See screen shot on next page)



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.

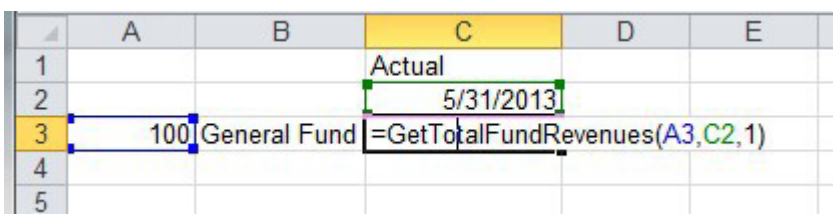
=GetTotalFundRevenues()

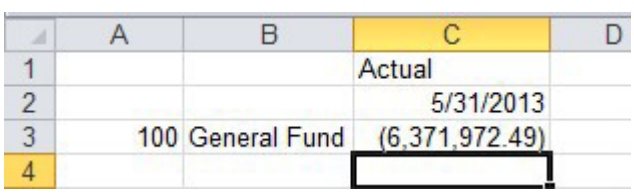
The =**GetTotalFundRevenues ()** custom function will provide you with the total balance for all revenues of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.



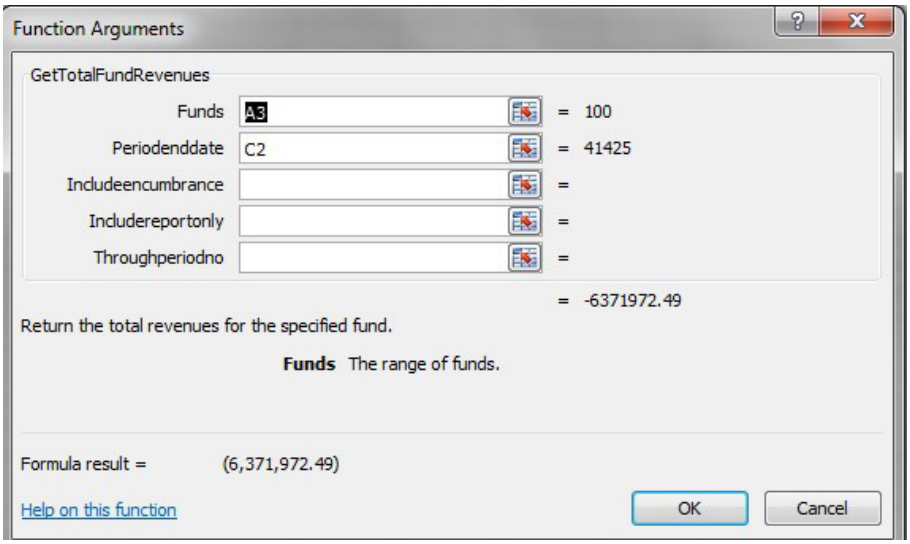
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

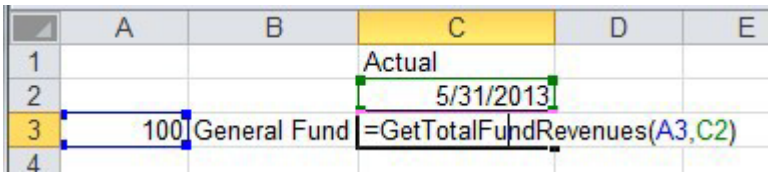
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



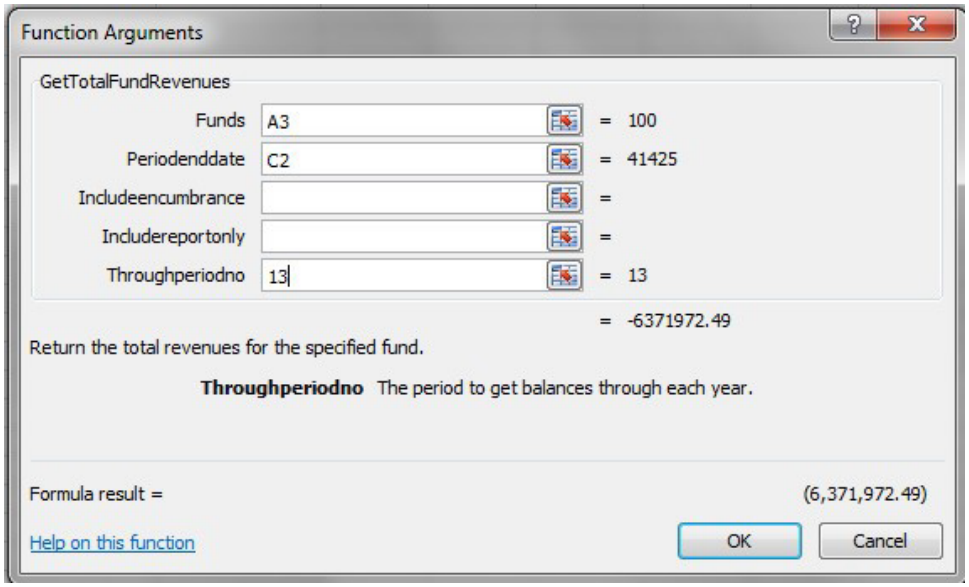


The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





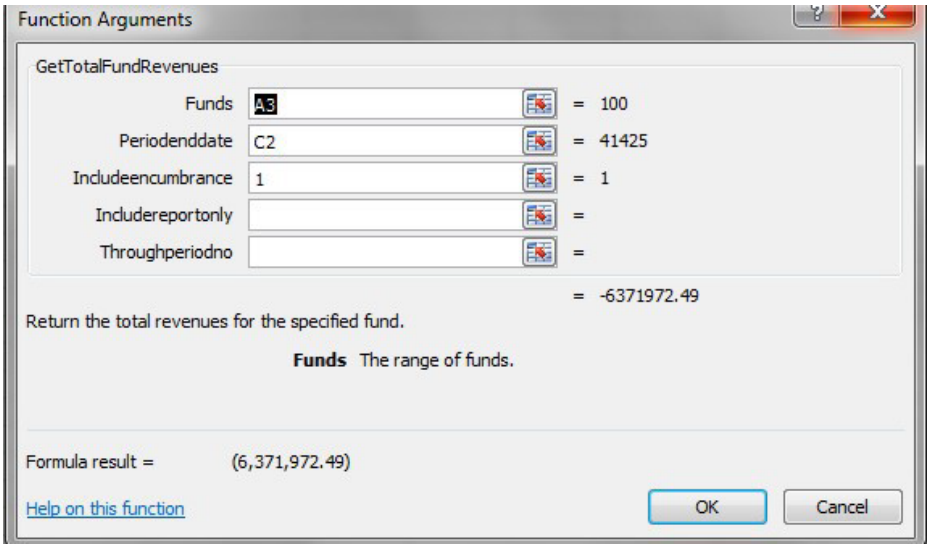
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering 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 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.



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.

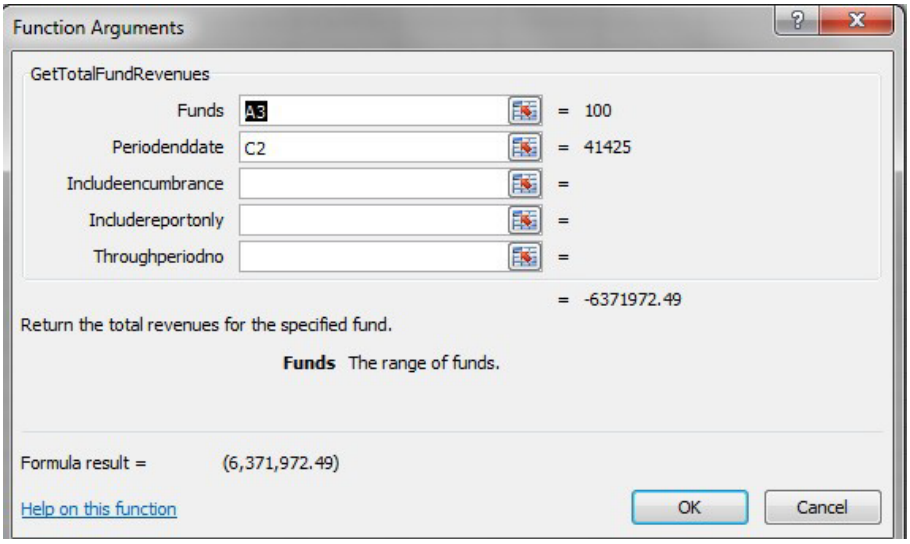
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General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

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

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

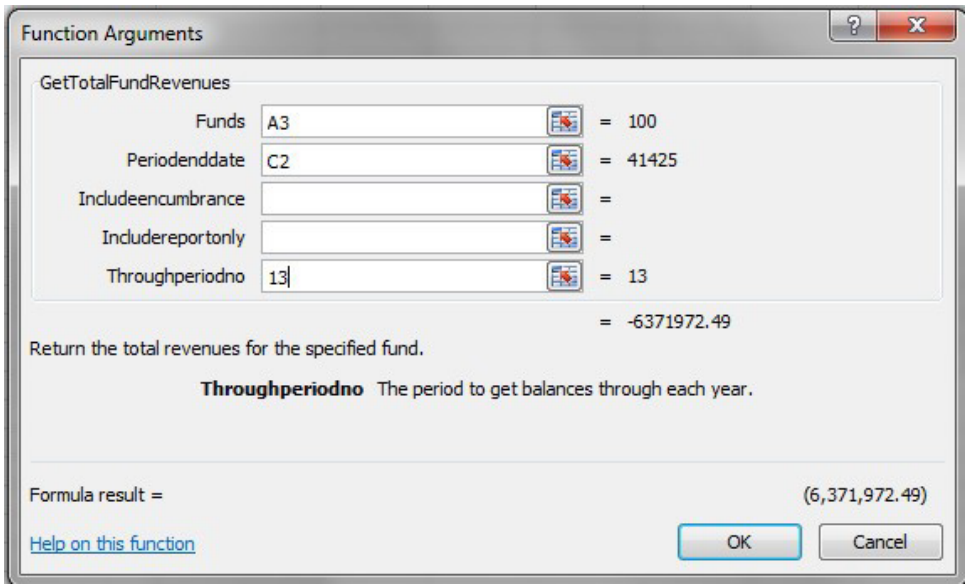
You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget 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.



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

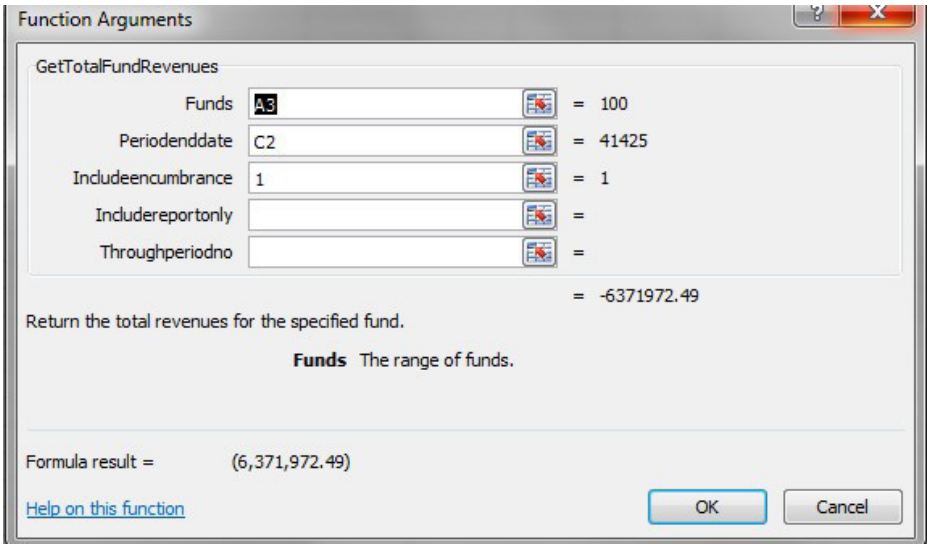
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering 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 dates (cell C2 in the example above) and the activity balance will automatically change.

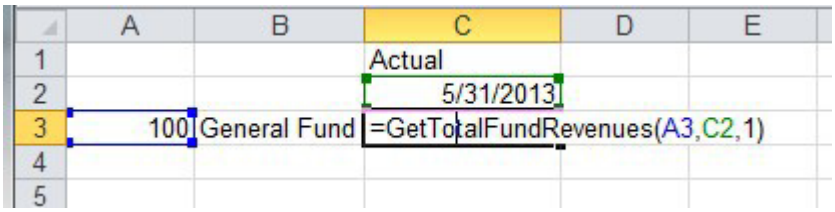
=GetTotalFundBudgetRevenues()

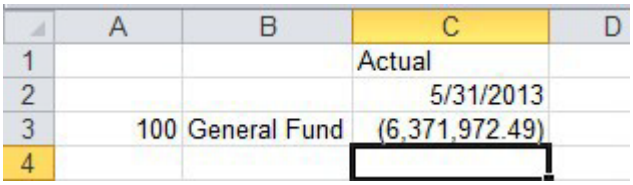
The =**GetTotalFundBudgetRevenues ()** custom function will provide you with the budget for all revenues of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.



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*".

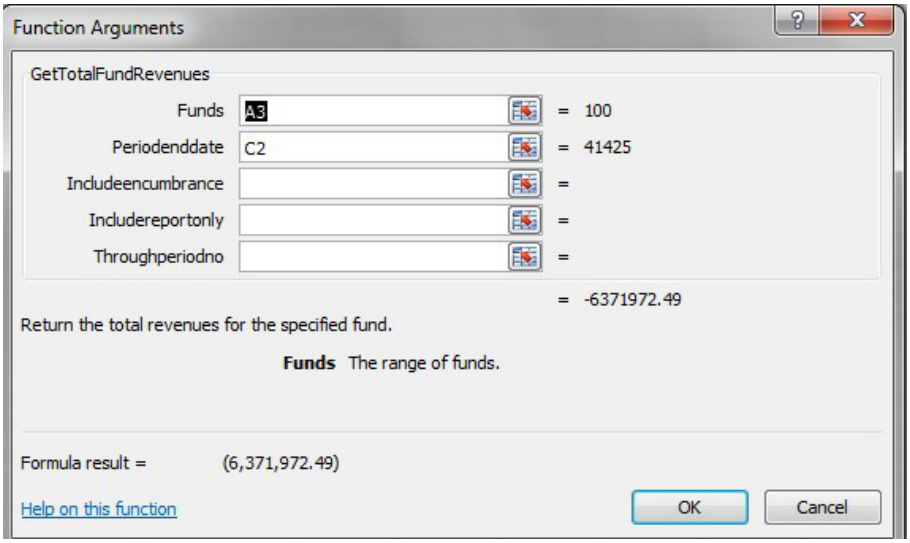


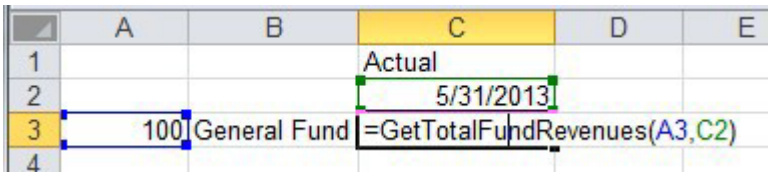


You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels

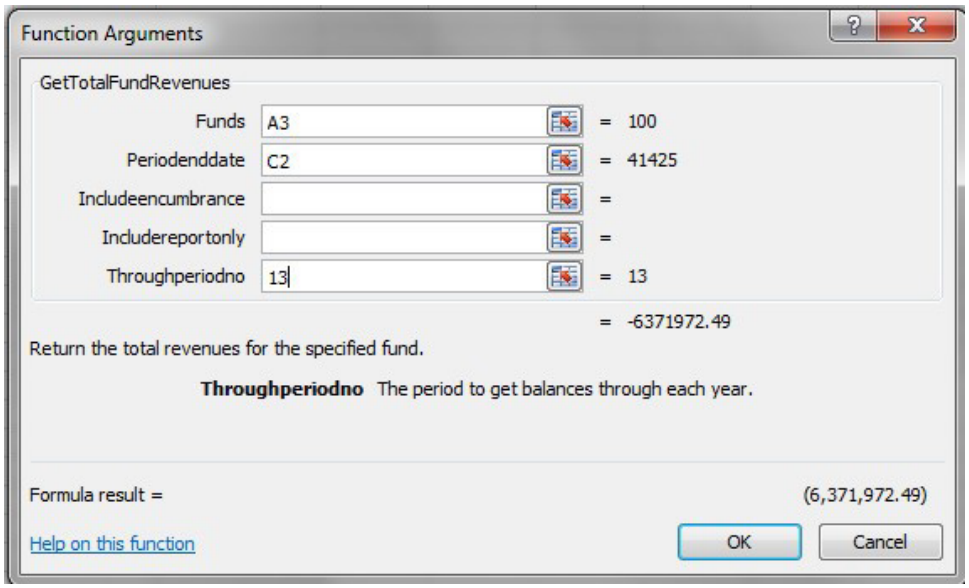
in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

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.



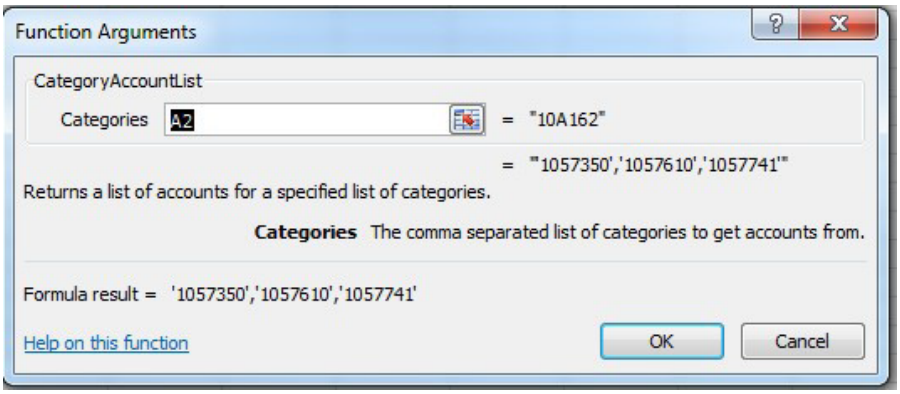
Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

Category Functions

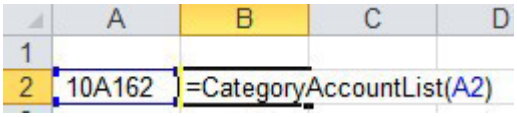
The following functions are used in conjunction with reporting categories as setup in the **Caselle General Ledger**.

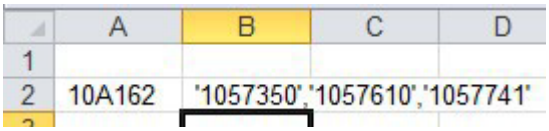
=CategoryAccountList()

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



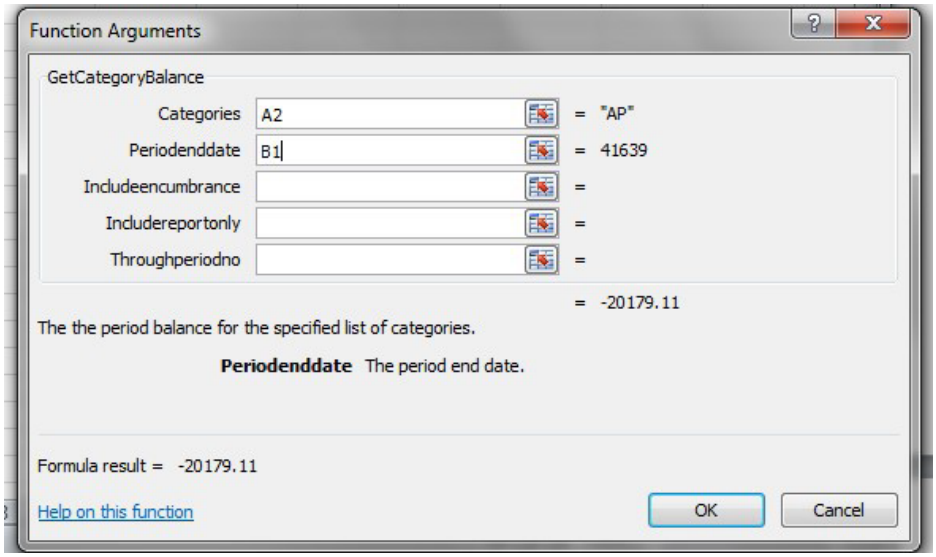
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



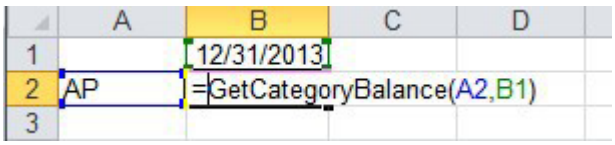


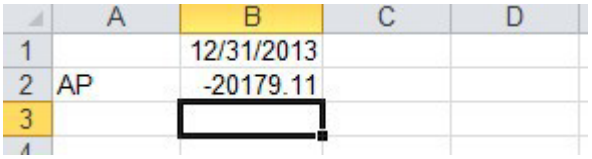
=GetCategoryBalance()

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.



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*".





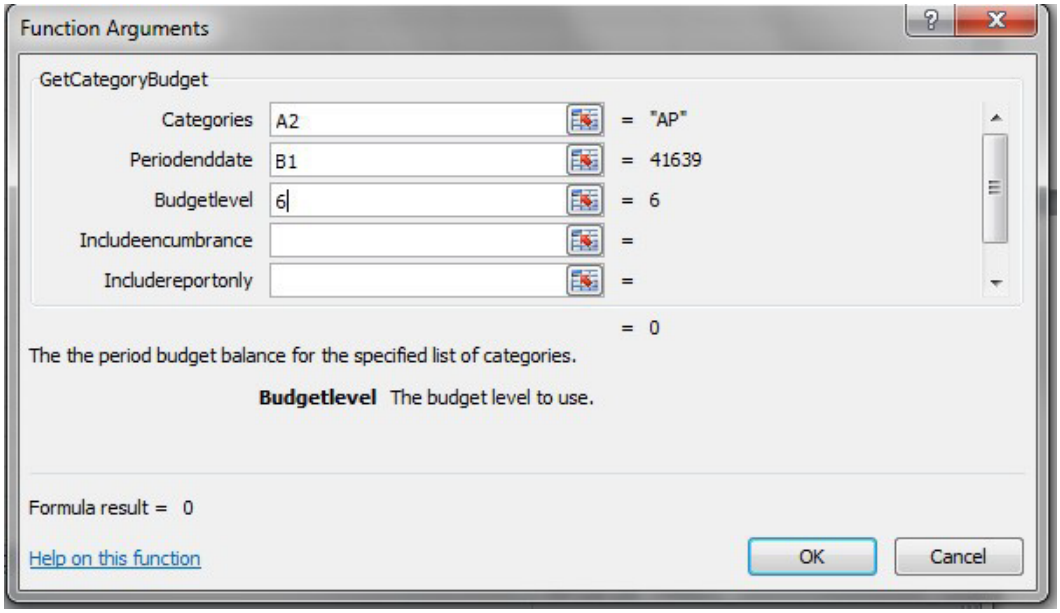
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

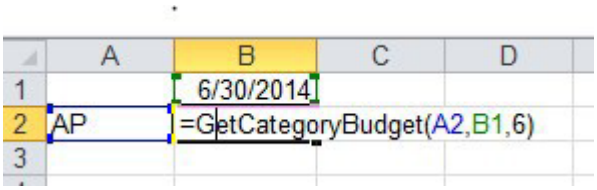
Once you have this function set, you can simply change the month (cell B2 in the example above) and the category balance will automatically change. \

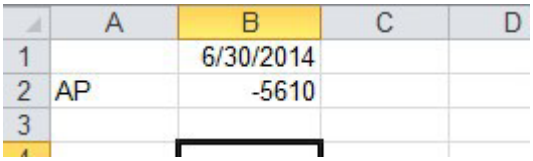
=GetCategoryBudget()

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.



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*".





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.

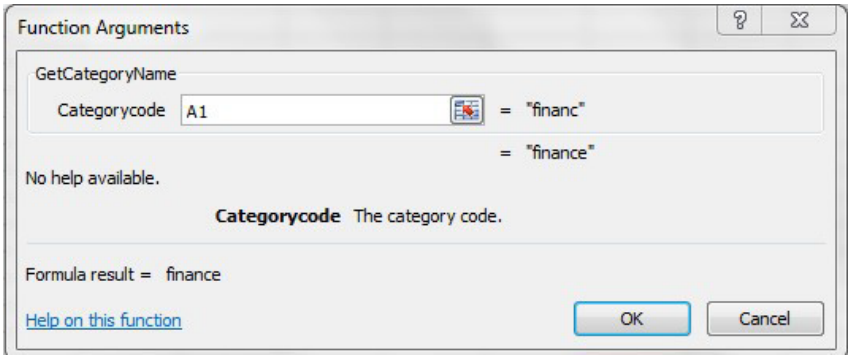
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

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.

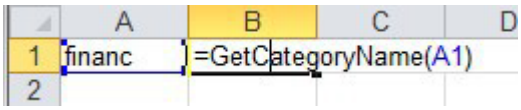
Once you have this function set, you can simply change the month (cell B2 in the example above) and the category balance will automatically change.

=CategoryName()

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



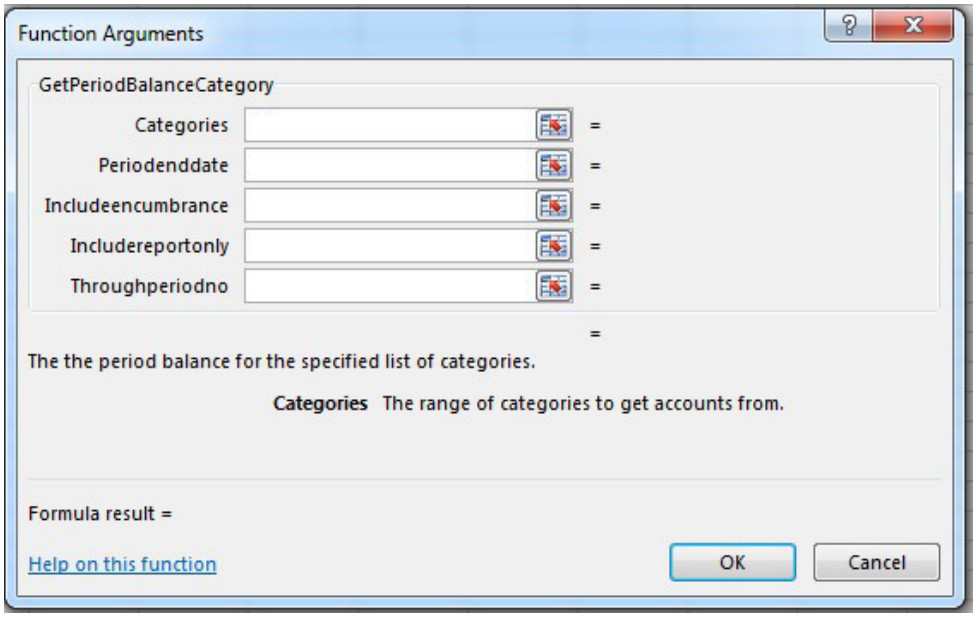
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



	A	B
1	financ	finance
2		

=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.



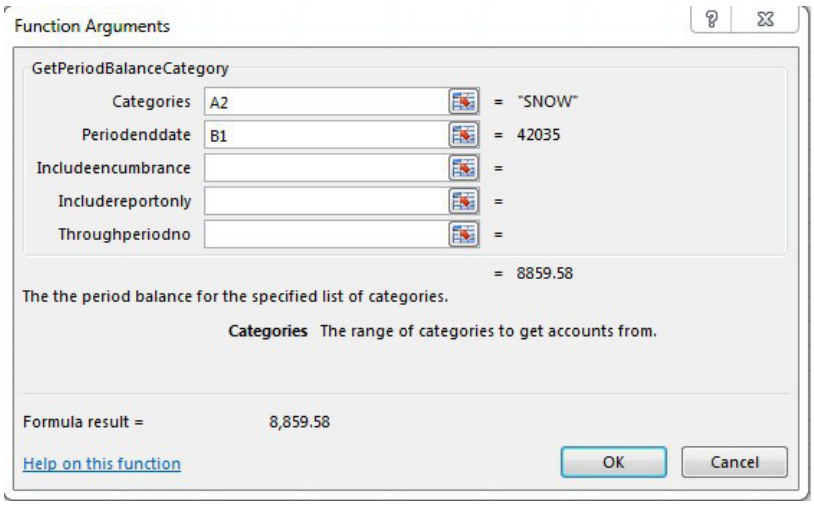
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

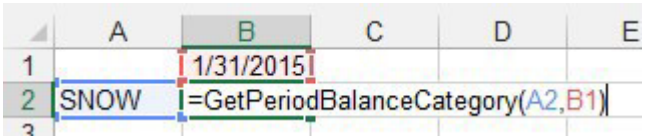
To utilize this function, you can simply ty pe this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

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

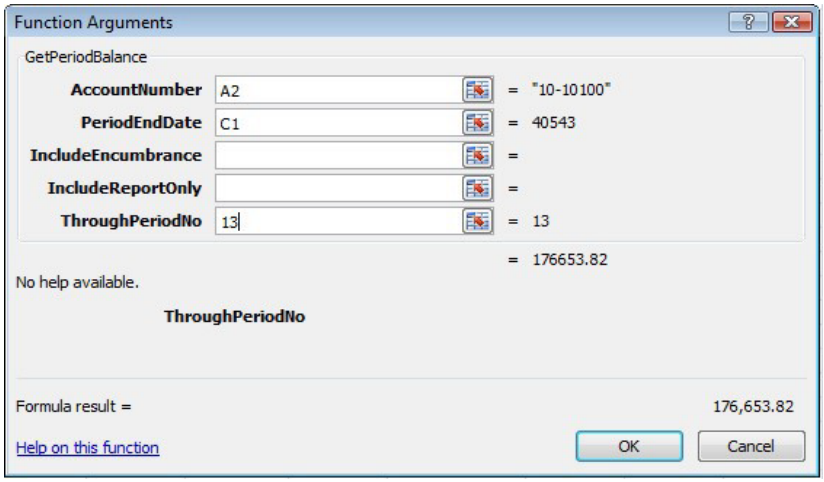
	A	B
1		1/31/2015
2	SNOW	8,859.58
3		

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 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.

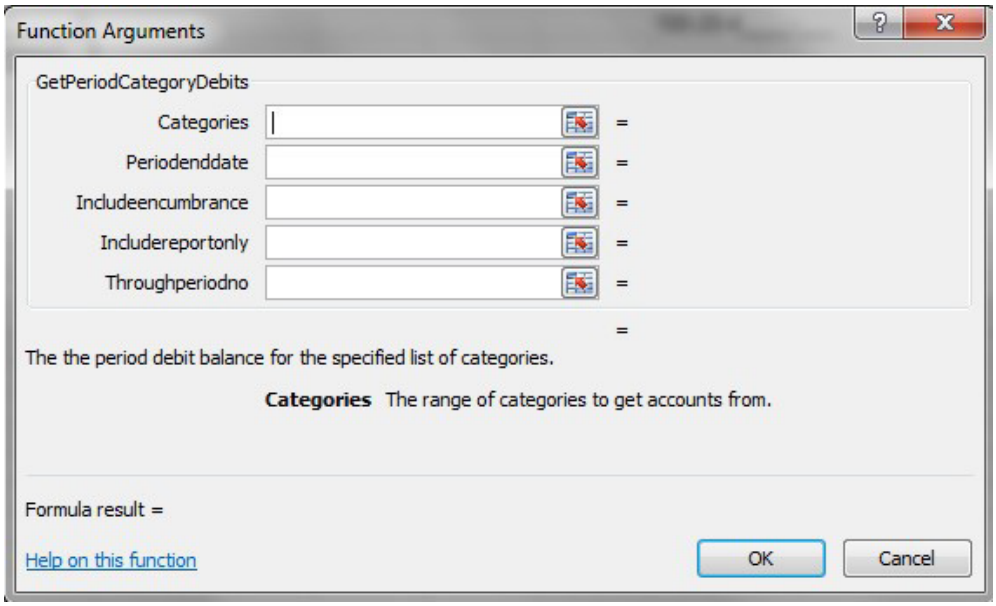


	A	B	C	D
1			12/31/2010	
2	10-10100	Cash - Combined Fund	=GetPeriodBalance(A2,C1,,,13)	

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.



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.

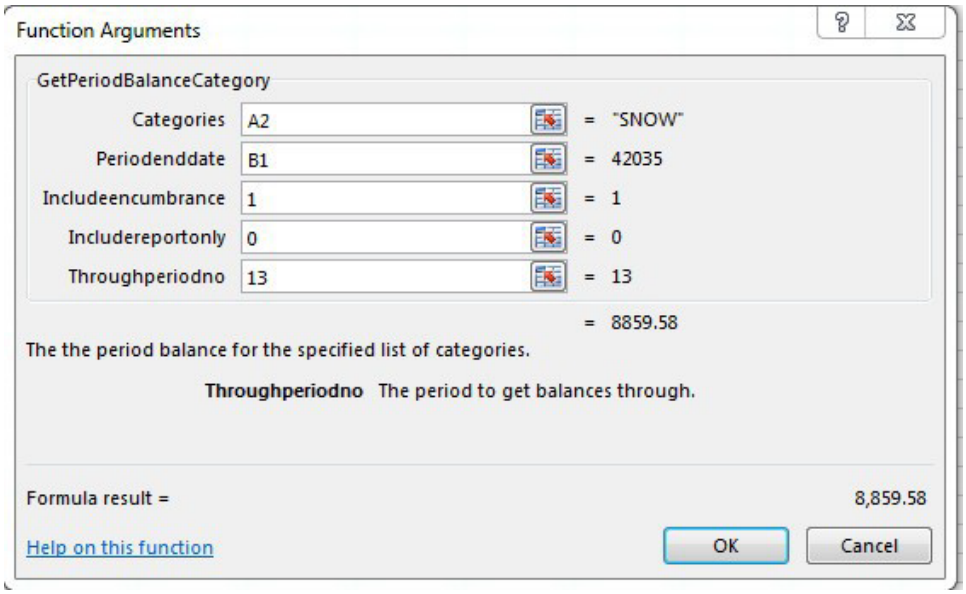
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

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

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

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.

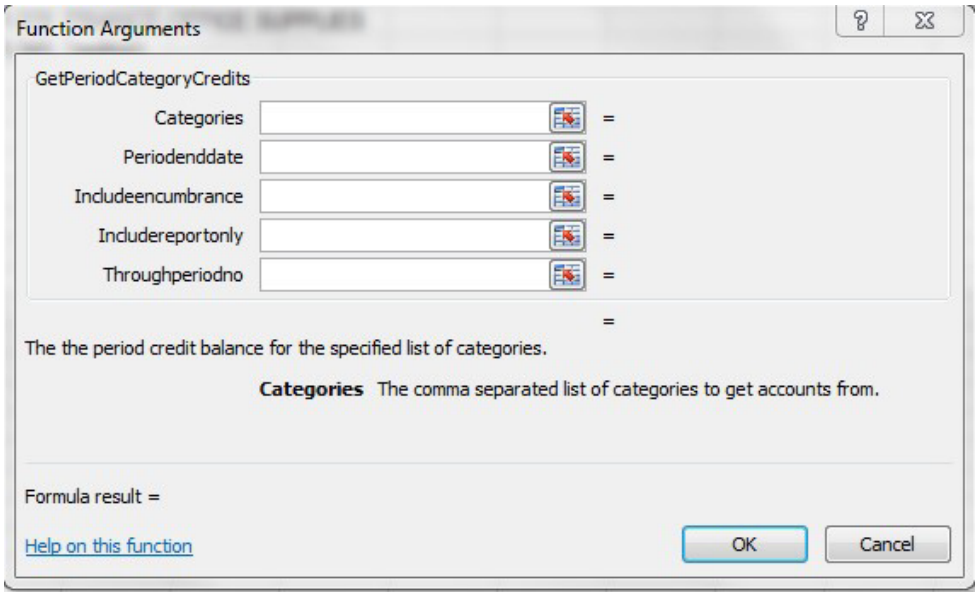


	A	B	C	D	E
1		1/31/2015			
2	SNOW	=GetPeriodBalanceCategory(A2,B1,1,0,13)			
3					

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.

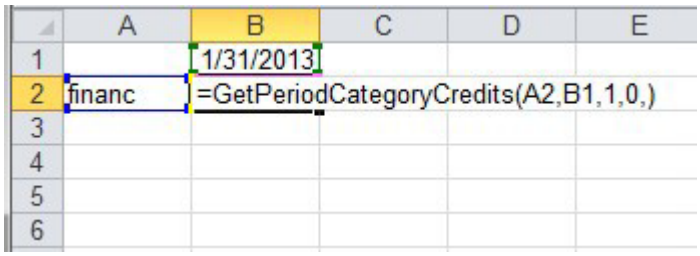
=GetPeriodCategoryCredits()

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.



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.

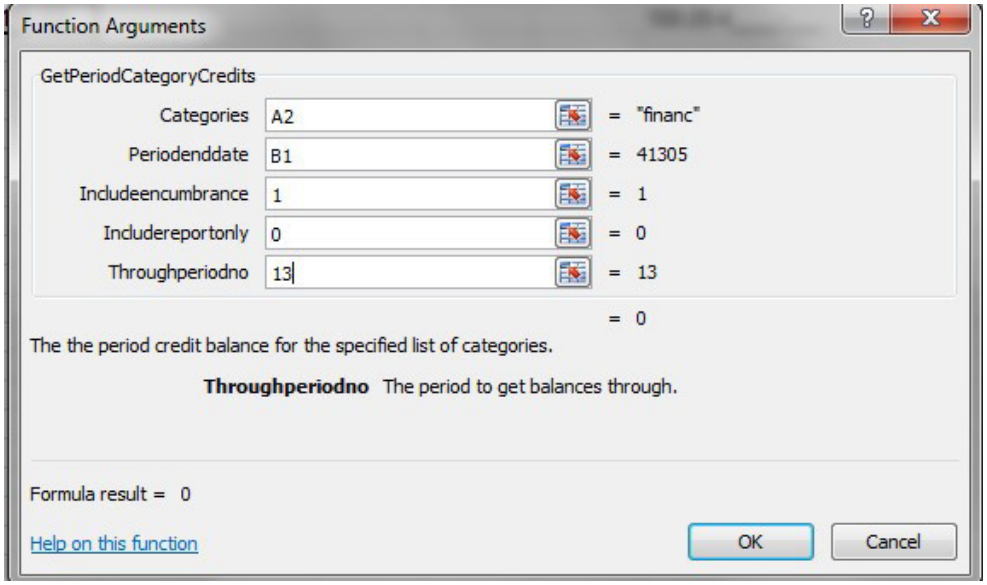
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



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

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.



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

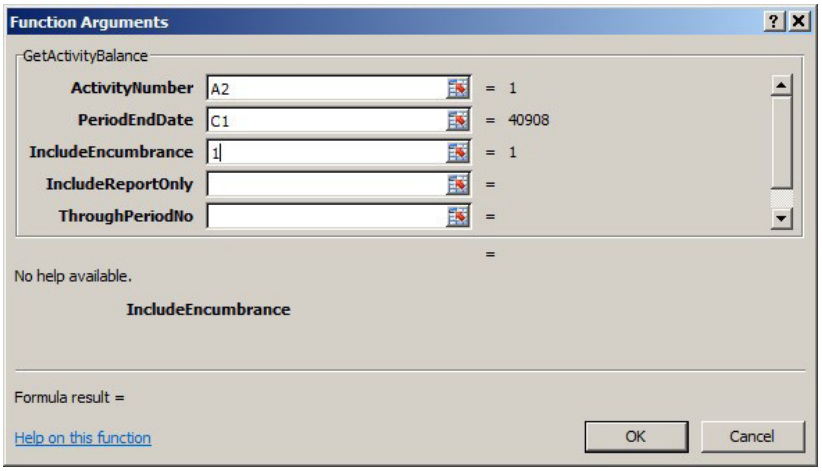
Once you have this function set, you can simply change the month (cell B1 in the example above) and the account balance will automatically change.

Activity Functions

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

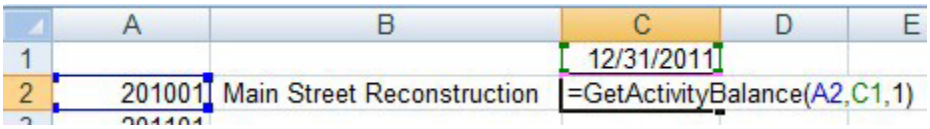
=GetActivityBalance()

The =**GetActivityBalance()** custom function will provide you with the activity-todate 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.

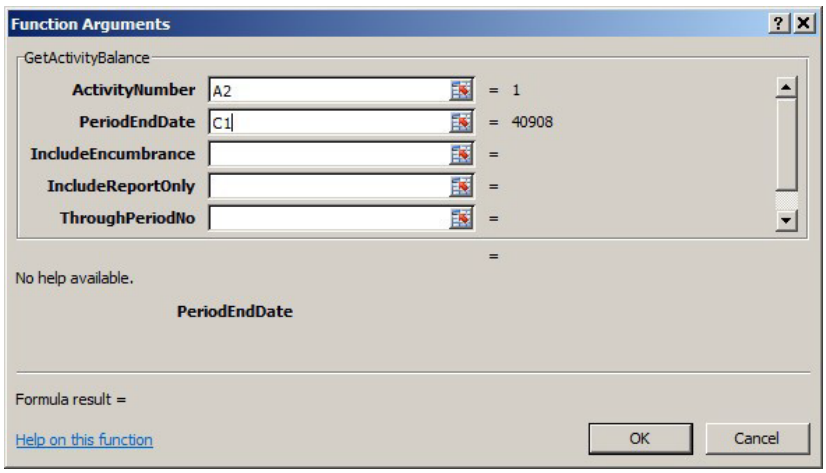


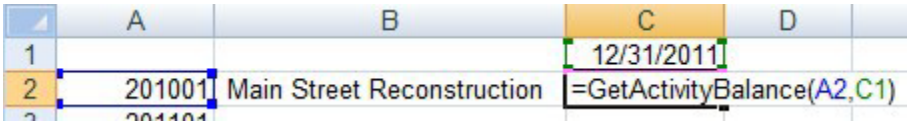
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

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*".



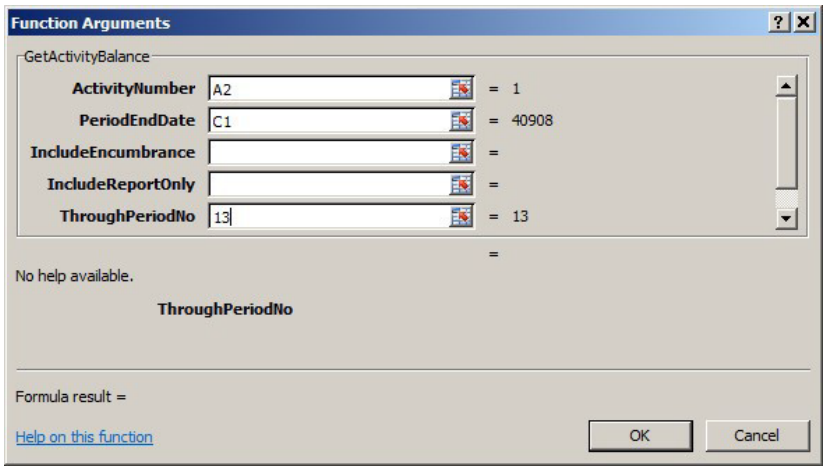
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

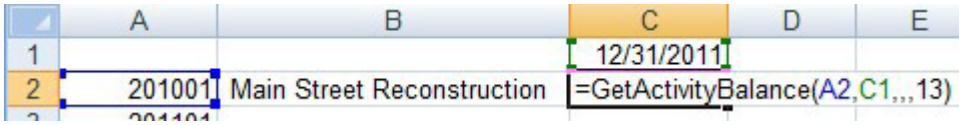




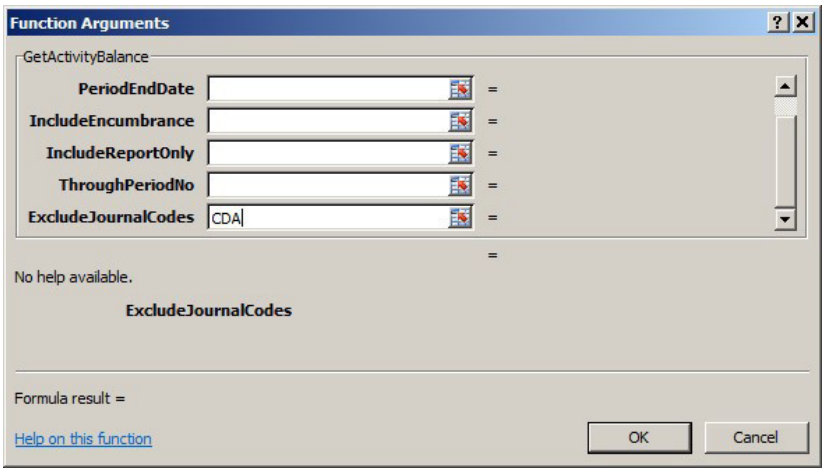
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering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

(See screen shot on next page)





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.



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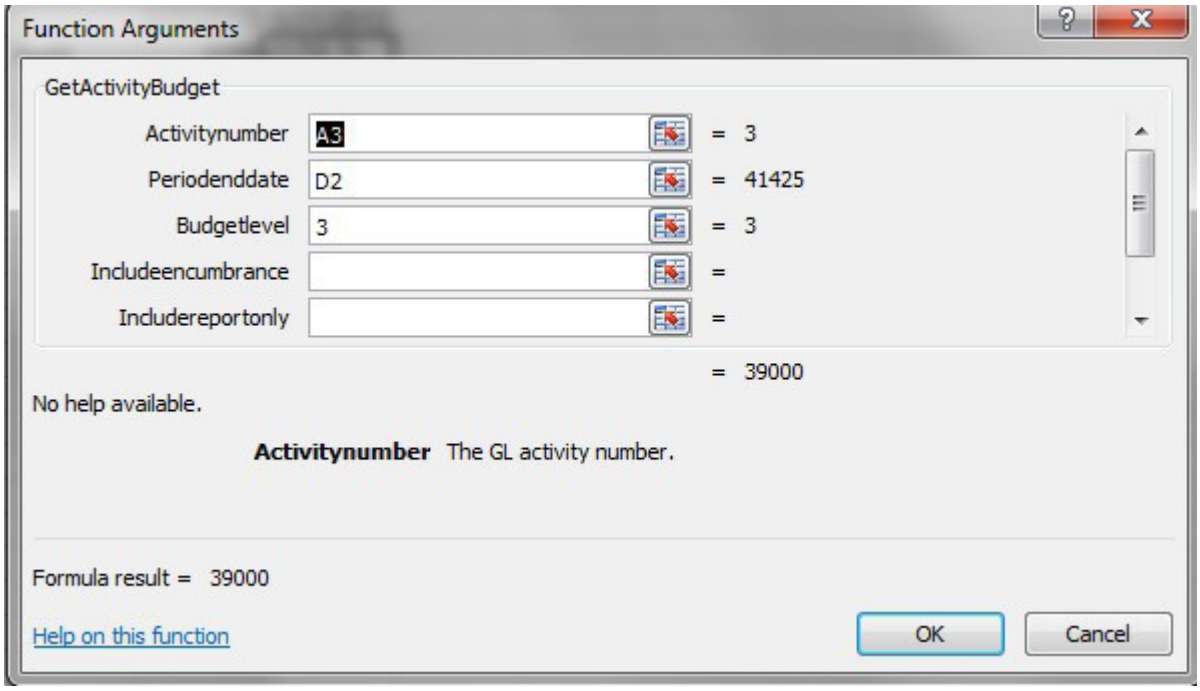
Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.

=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.



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*".

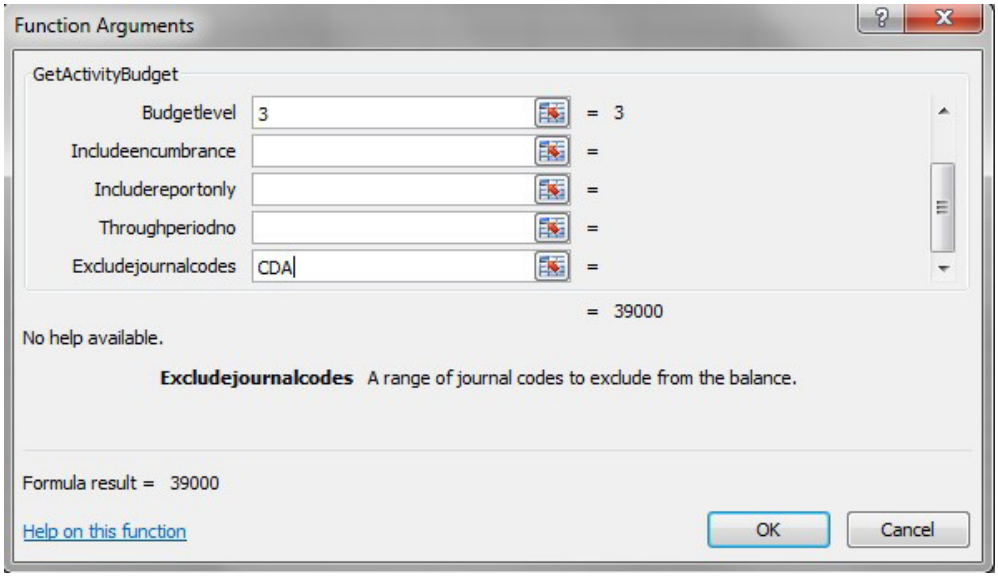
	A	B	C	D
1			Actual	Budget
2			12/31/2011	12/31/2011
3	201001	Main Street Reconstruction	154,717.68	100,270.00

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.

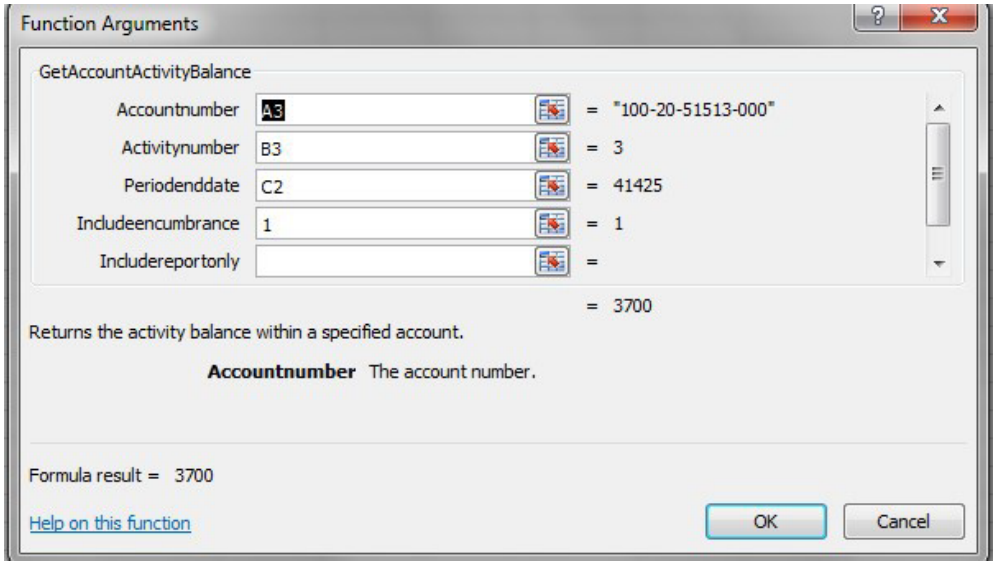
Once you have this function set, you can simply change the month (cell D1 in the example above) and the account balance will automatically change.



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.

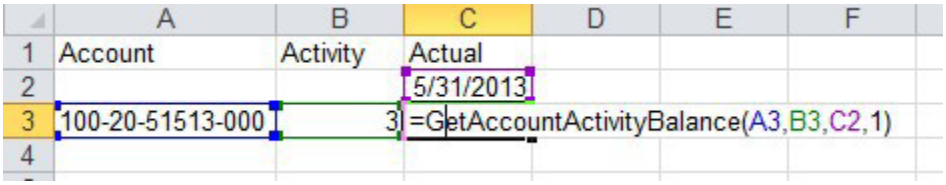
=GetAccountActivityBalance()

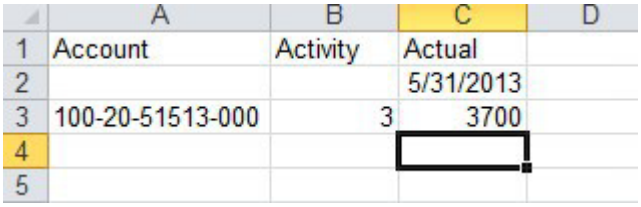
The =**GetAccountActivityBalance()** custom function will provide you with the activityto-date balance for a particular account through a specified month. This custom function utilizes six arguments: account number, activity number, period end date, include encumbrance entries, include report only entries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



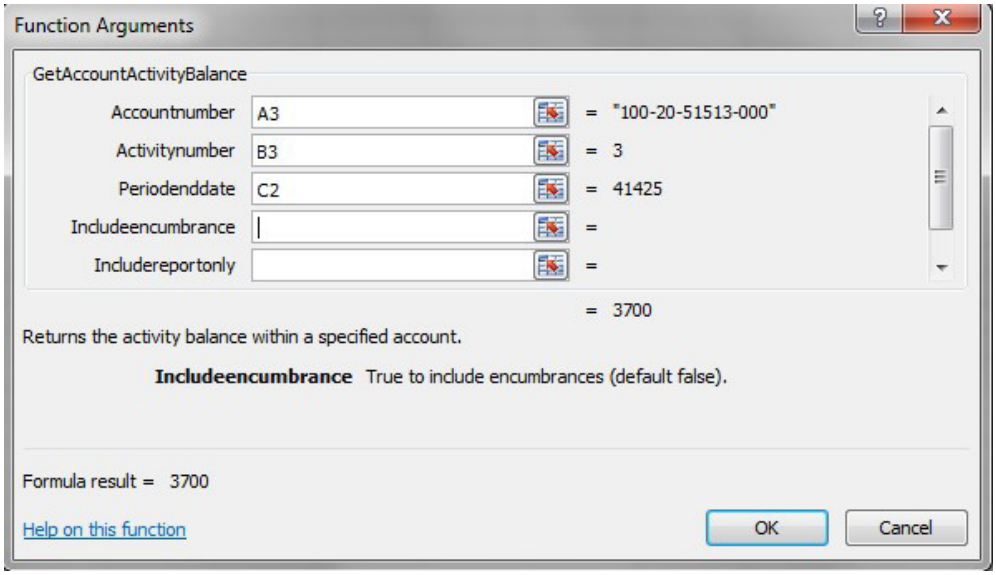
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

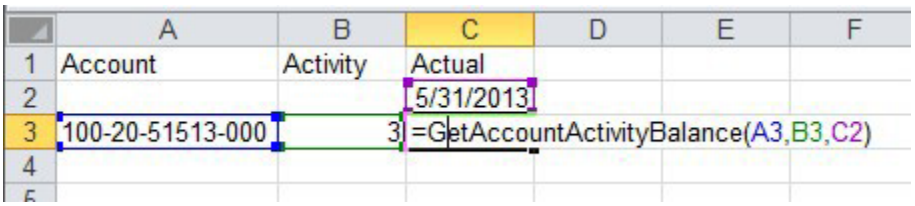
To utilize this function, you can simply type this this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



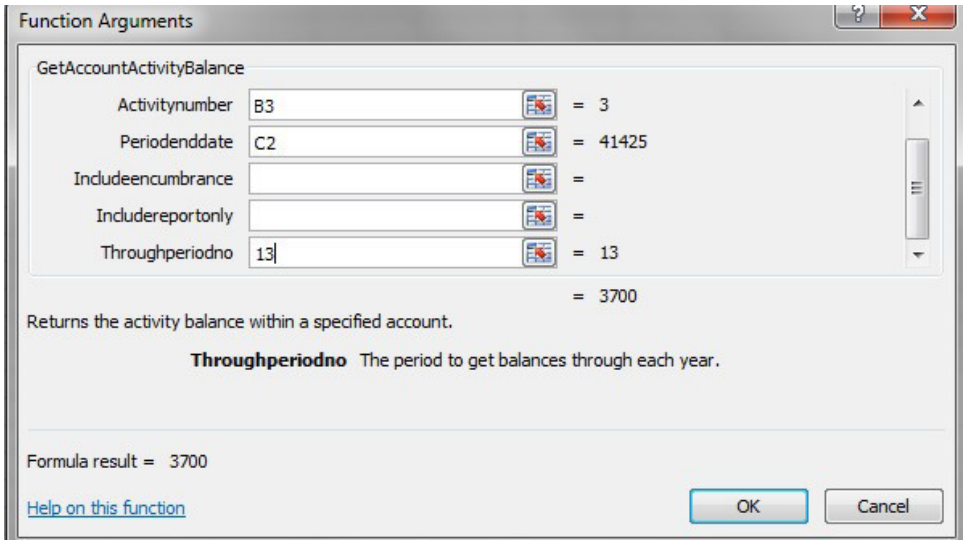


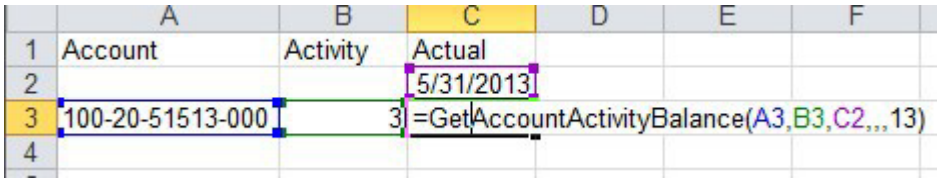
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

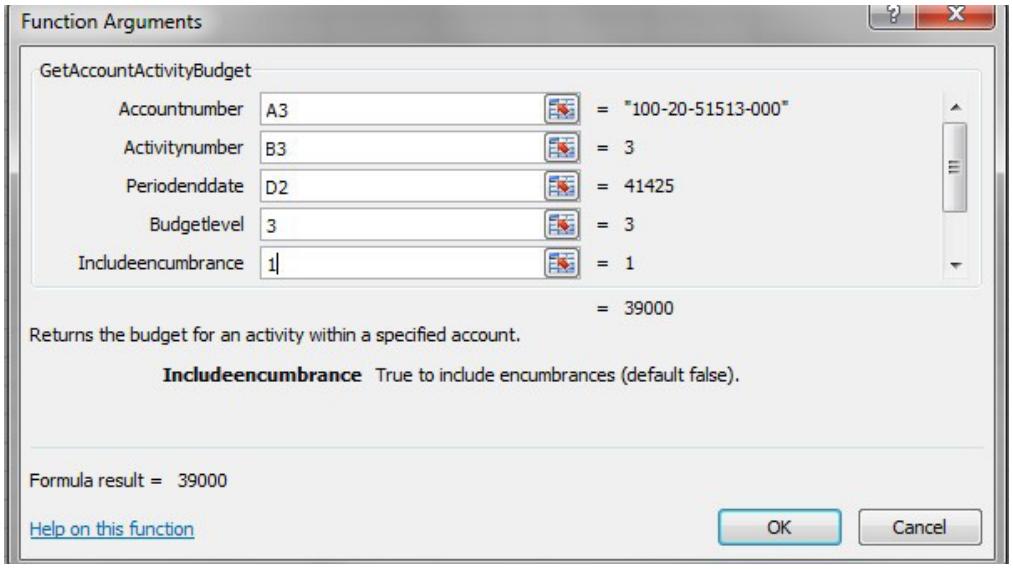




Once you have this function set, you can simply change the month (cell C2 in the example above) and the activity balance will automatically change.

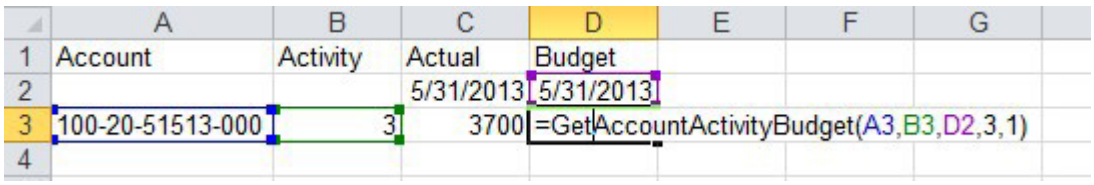
=GetAccountActivityBudget()

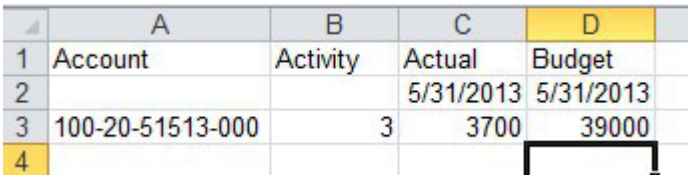
The =**GetAccountActivityBudget()** custom function will provide you with the activityto-date balance for a particular account through a specified month. This custom function utilizes seven arguments: account number, activity number, period end date, budget level, include encumbrance entries, include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



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.

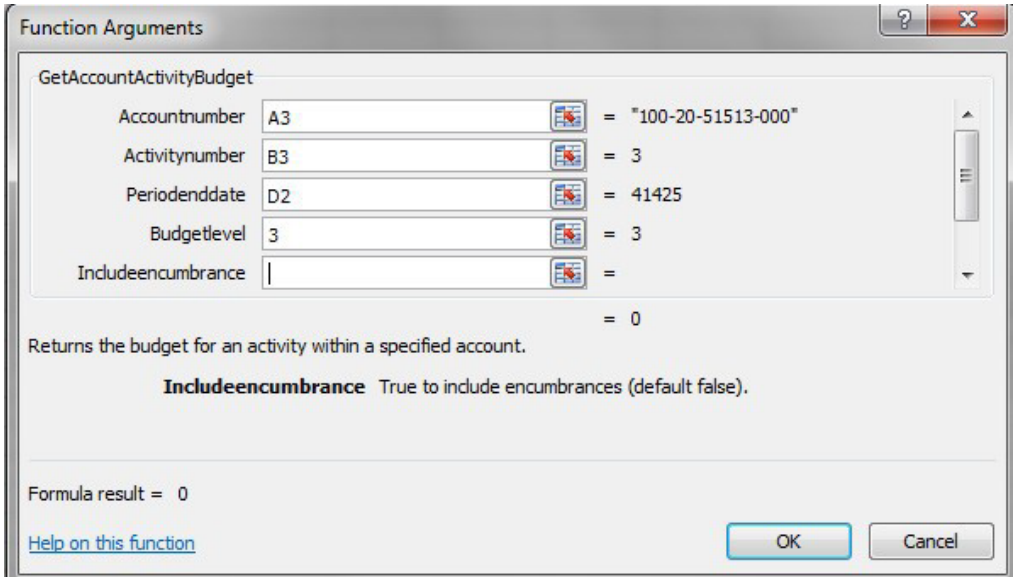
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

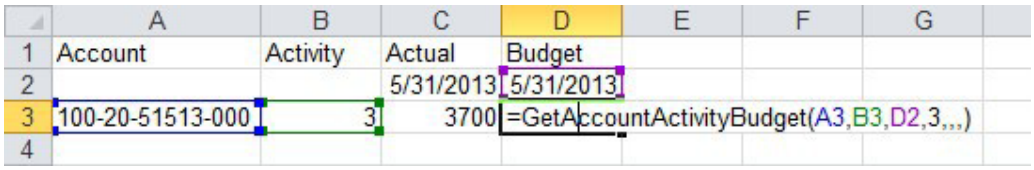




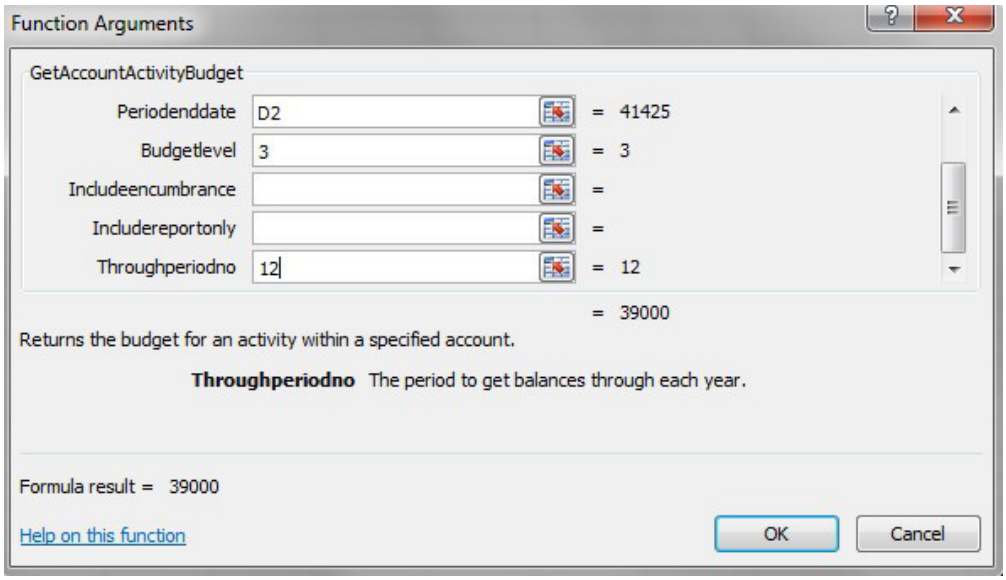
You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget 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.

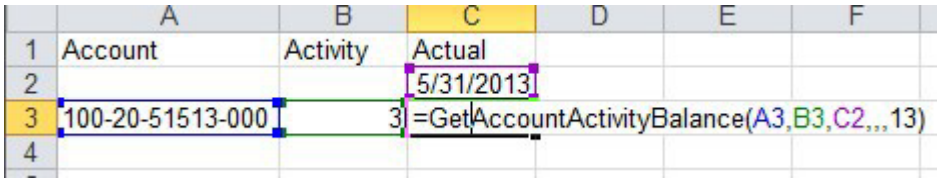
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.





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.

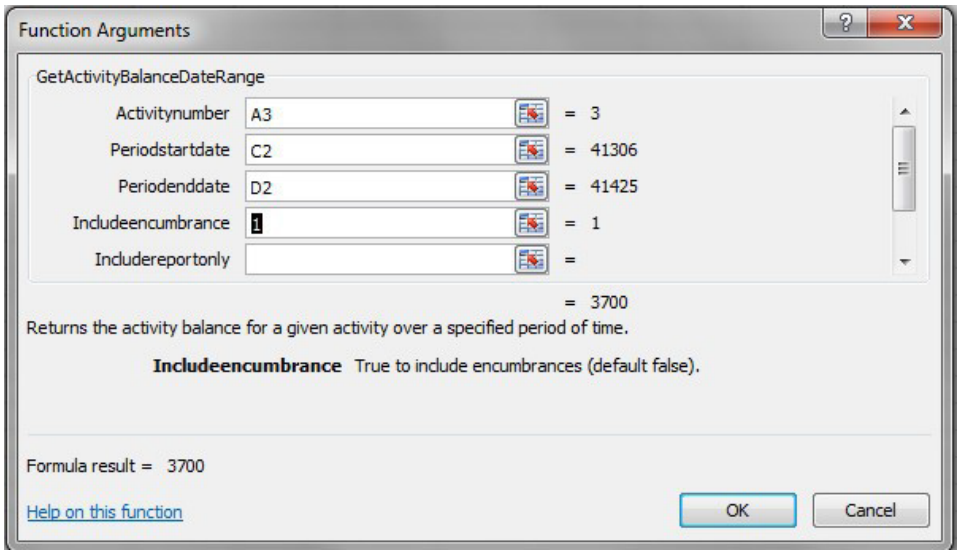




Once you have this function set, you can simply change the month (cell C2 in the example above) and the activity balance will automatically change.

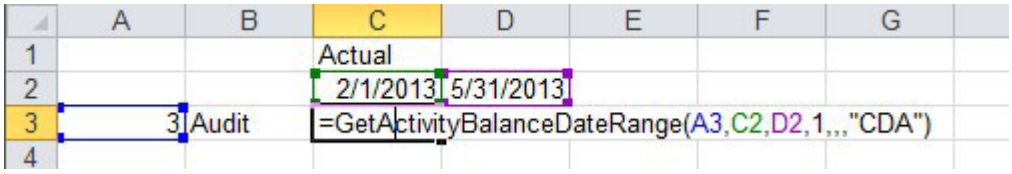
=GetActivityBalanceDateRange()

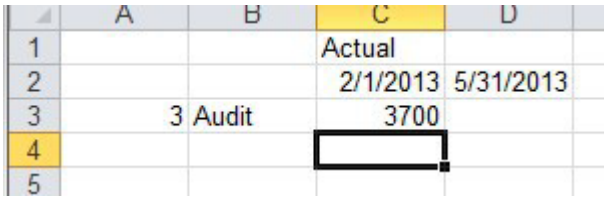
The =**GetActivityBalanceDateRange()** custom function will provide you with the activity-to-date balance for a particular account through a specified month. This custom function utilizes seven arguments: activity number, period start date, period end date, include encumbrance entries, include report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



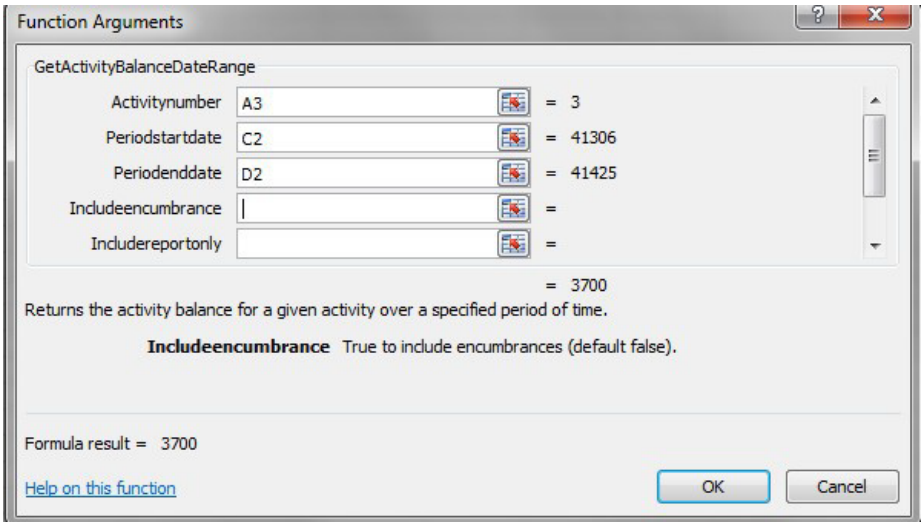
To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

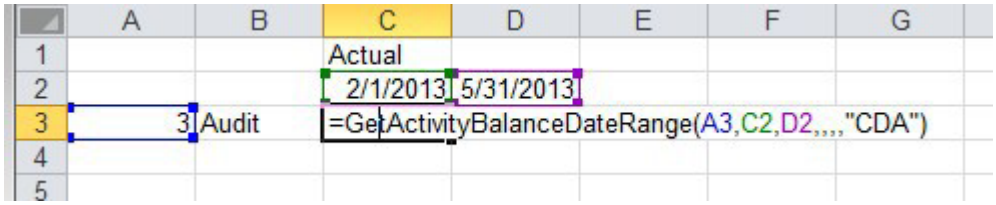
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".



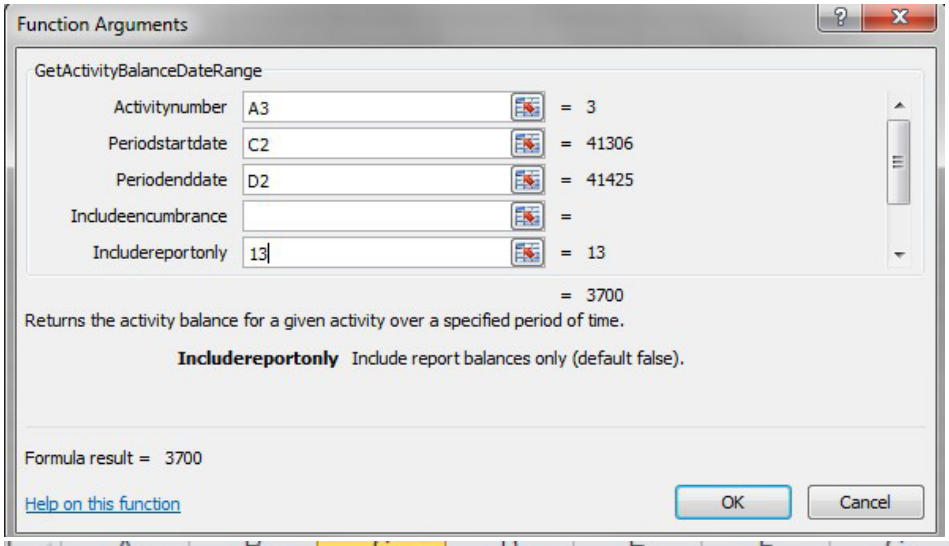


The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

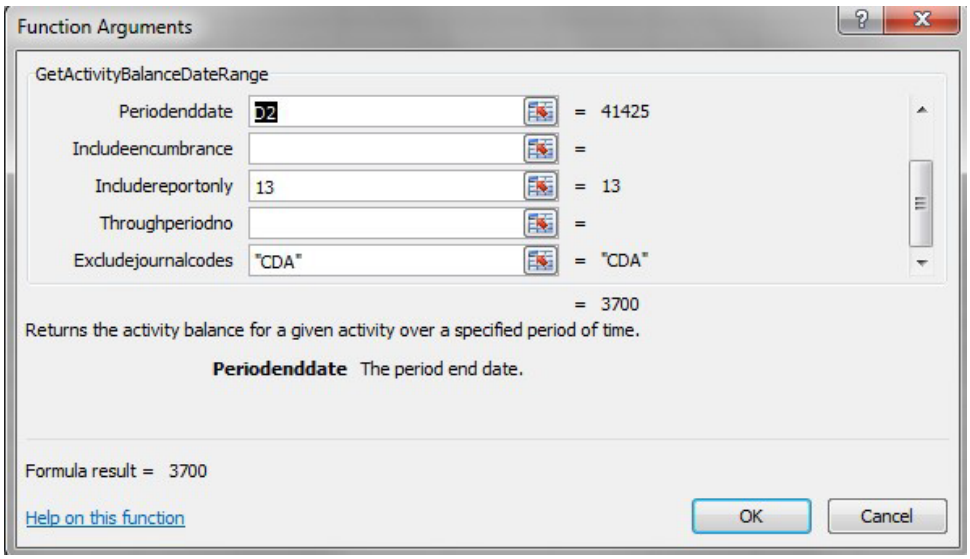




In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering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



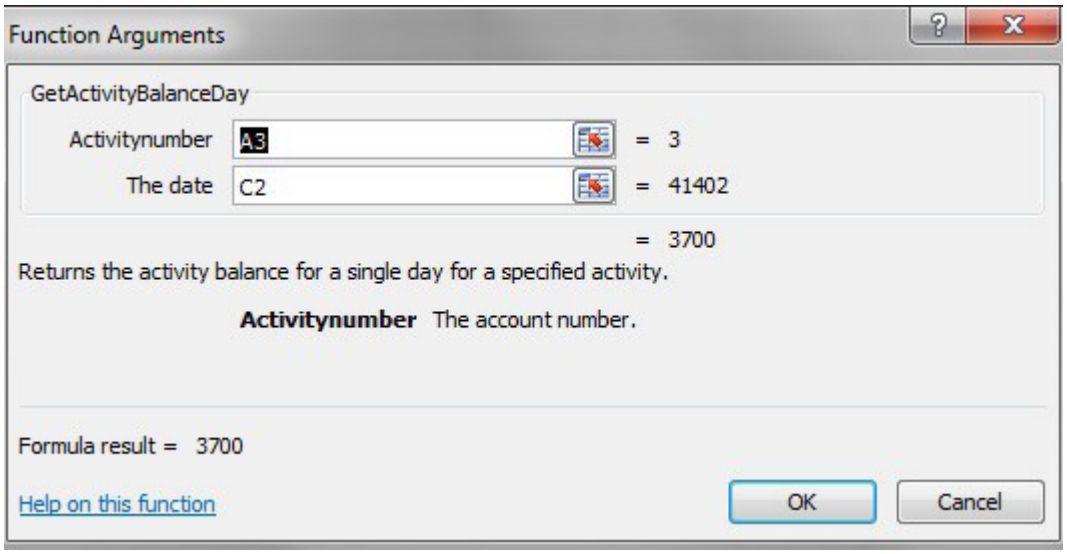
Once you have this function set, you can simply change the dates (cells C2 and D2 in the example above) and the activity balance will automatically change.



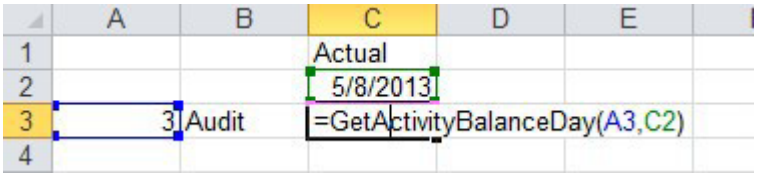
Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.

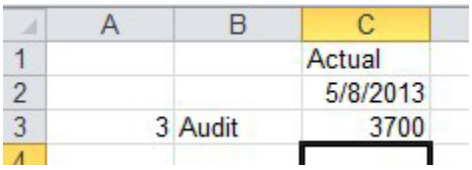
=GetActivityBalanceDay()

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.



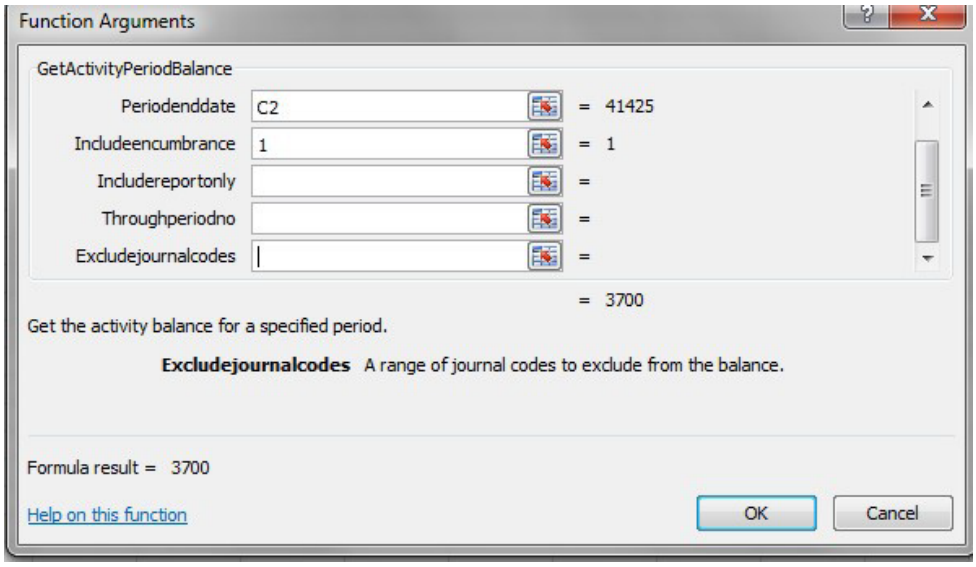
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





=GetActivityPeriodBalance()

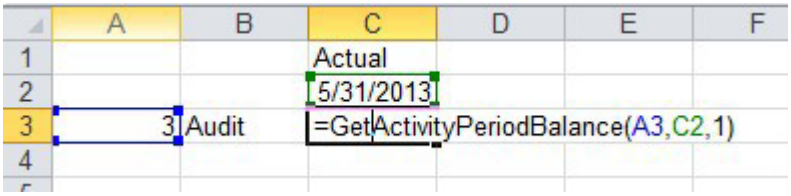
The =**GetActivityPeriodBalance()** custom function will provide you with the balance for a particular activity for a specified period. This custom function utilizes six arguments: activity number, period end date, include encumbrance entries, include report only entries, through period number, and exclude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

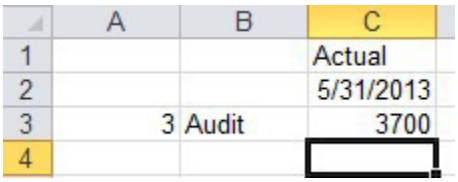


To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

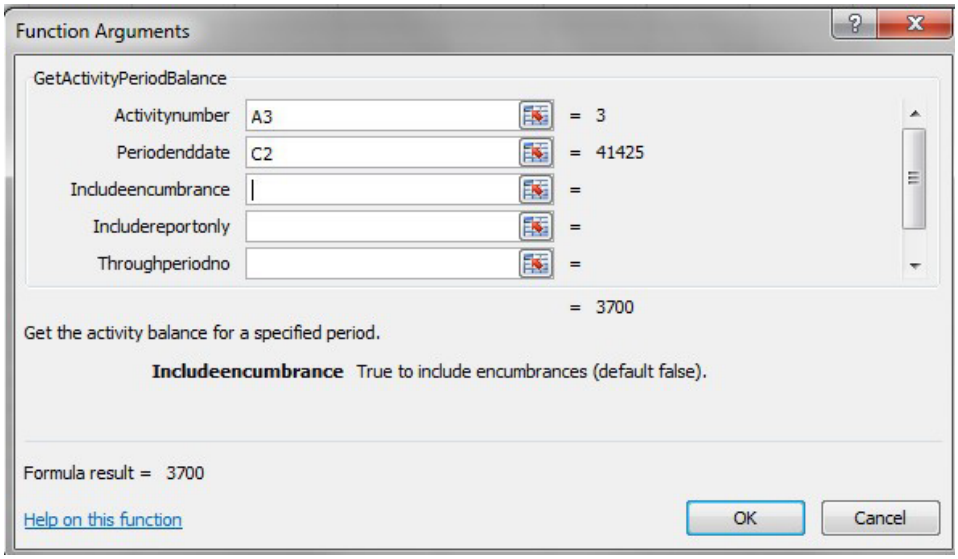
To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find

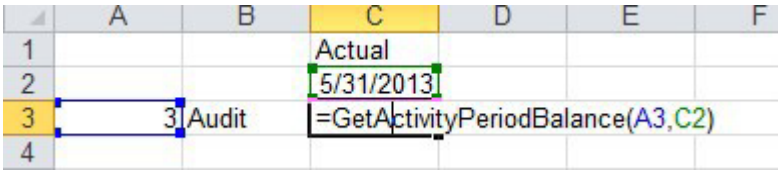
it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".





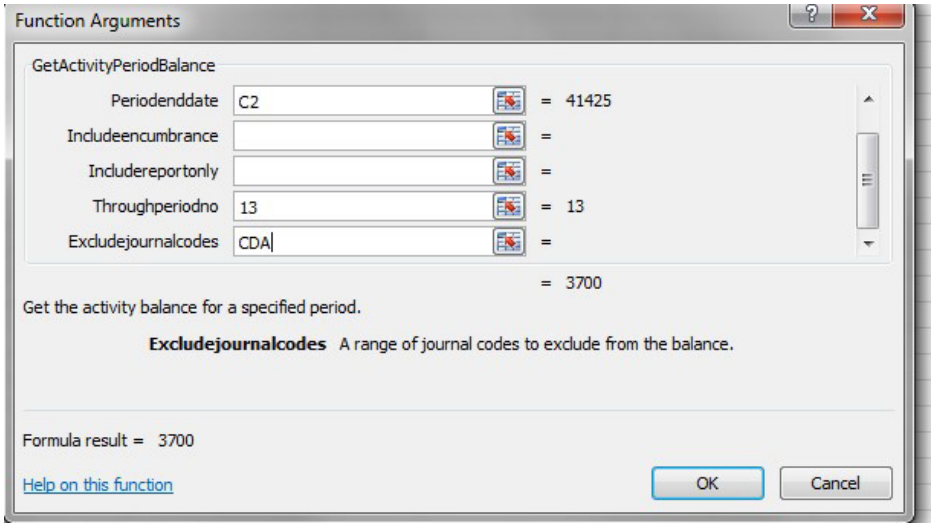
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

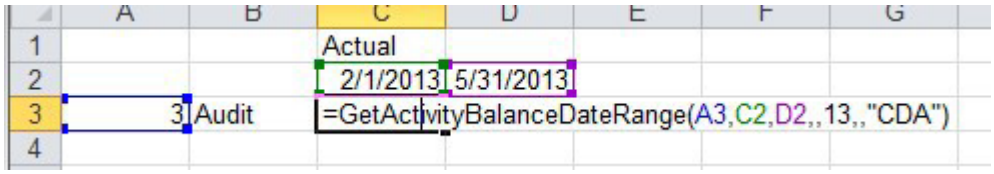




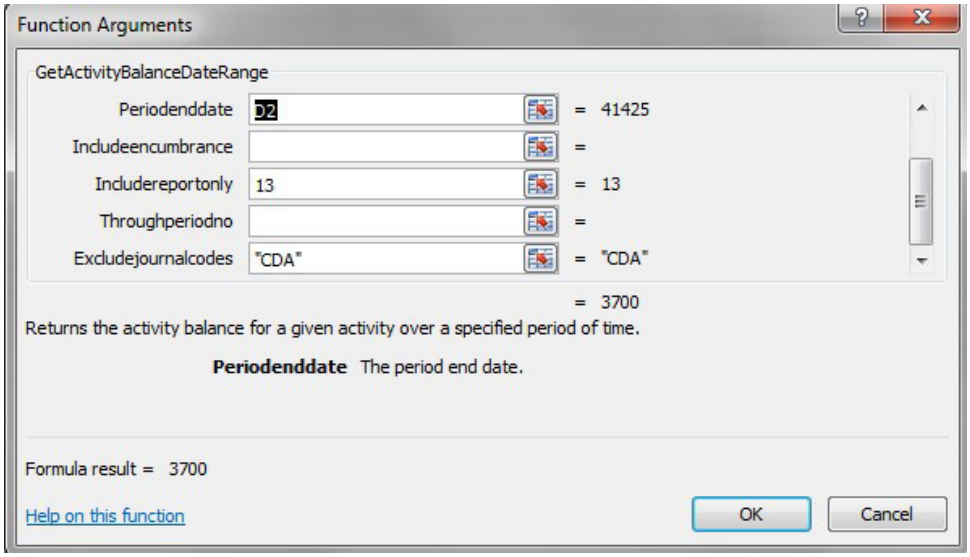
In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the

ThroughPeriodNo argument. If no value is entered, it will pull through period 14.





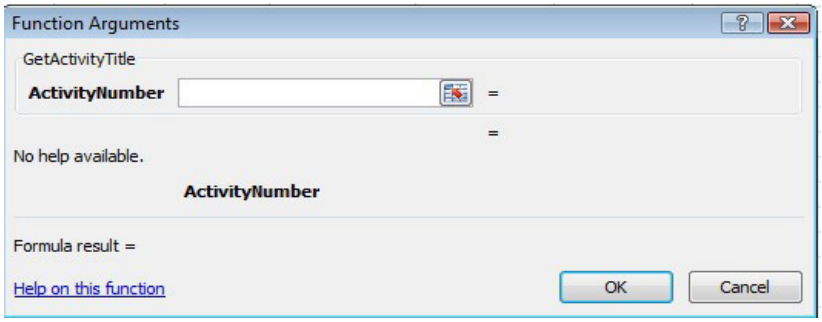
Once you have this function set, you can simply change the dates (cells C2 and D2 in the example above) and the activity balance will automatically change.



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.



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*".

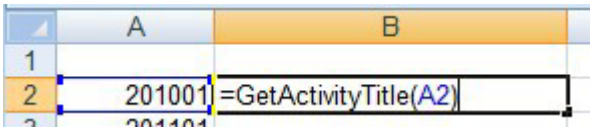


Illustration 2: Formula Example

General Ledger Detail Drill-Down

Civic Connect only: From Account List, there is an icon you can click to view that account's detail.

01-51-373-00	INTEREST - CAP OUT RES -POLICE
01-51-391-00	TRANSFERS - POLICE
01-51-4001	FULL TIME SALARIES
01-51-4002	PART TIME SALARIES
01-51-4003	CLERICAL SALARIES
01-51-4004	CROSSING GUARD SALARIES
01-51-4010	DEFERRED COMPENSATION
01-51-4020	IMRF

When you select that icon, you can select a Start Period and End Period to generate results.
Result screen example below:

GL Detail — **01-51-373-00 - INTEREST - CAP OUT RES -POLICE(R)**

Start Period:	End Period:
00/23 (05/01/2023)	05/24 (05/31/2024)

YTD Balance:	Total Budget:	Encumbrance:	Variance:
($0.16)	($1.00)	$0.00	($0.84)

Drag a column header here to group by that column

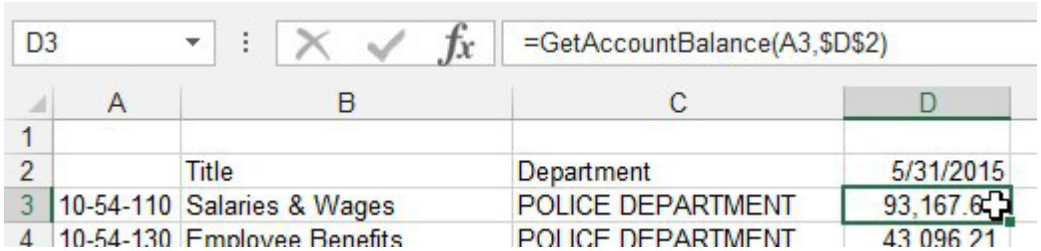
Date	Ref No	Jrnl Co	Description	Debit	Credit
6/28/2023	21-2	CRJE	INTEREST POSTING APRIL & MAY 2023	$0.00	($0.16)

miExcel and Civic Connect: 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.

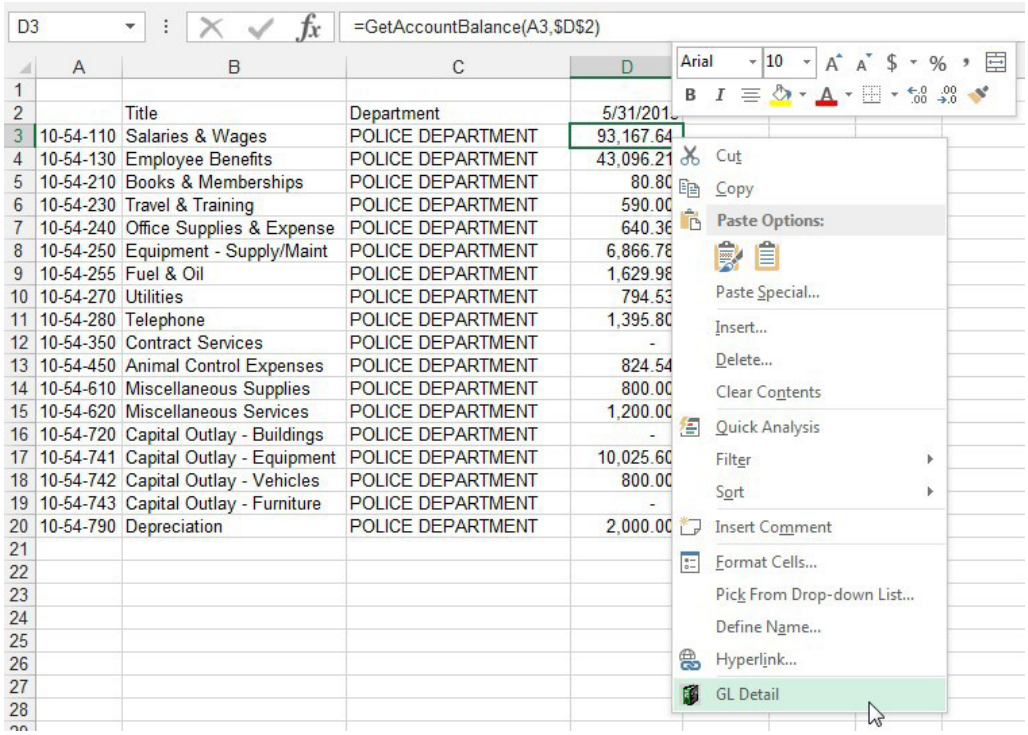
GL Detail

To see the general ledger detail, follow these steps:

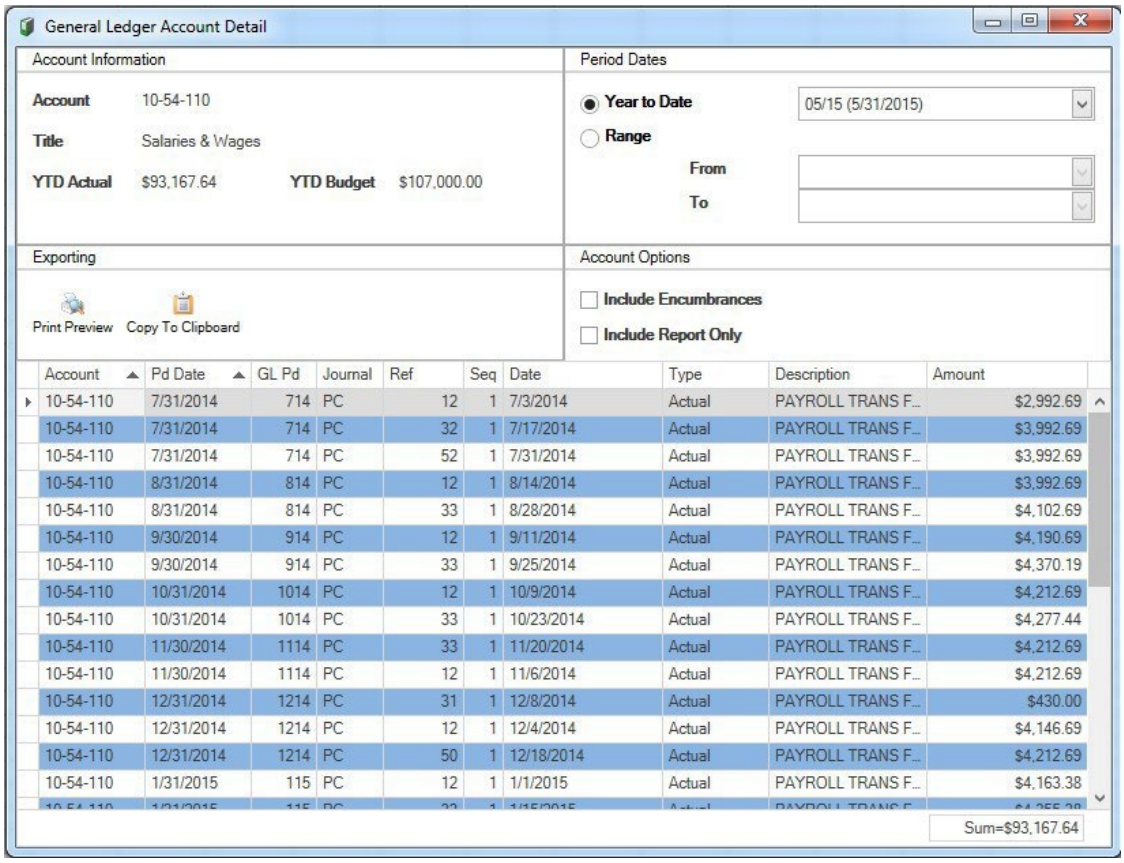
1. After you have utilized the **=GetAccountBalance** function in your spreadsheet, right-click on that cell.



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



3. The general ledger detail for that fiscal year through the date being utilized in your **=GetAccountBalance** function will appear.



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

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
Vendor Name: Chevron USA Inc.
Invoice Number: 99005483
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

General Ledger Account Detail

DISTRIBUTION

Payroll Distribution

GL Account Number: 1054110
GL Account Title: Salaries & Wages
Pay Period Date: 4/4/2015
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

General Ledger Account Detail

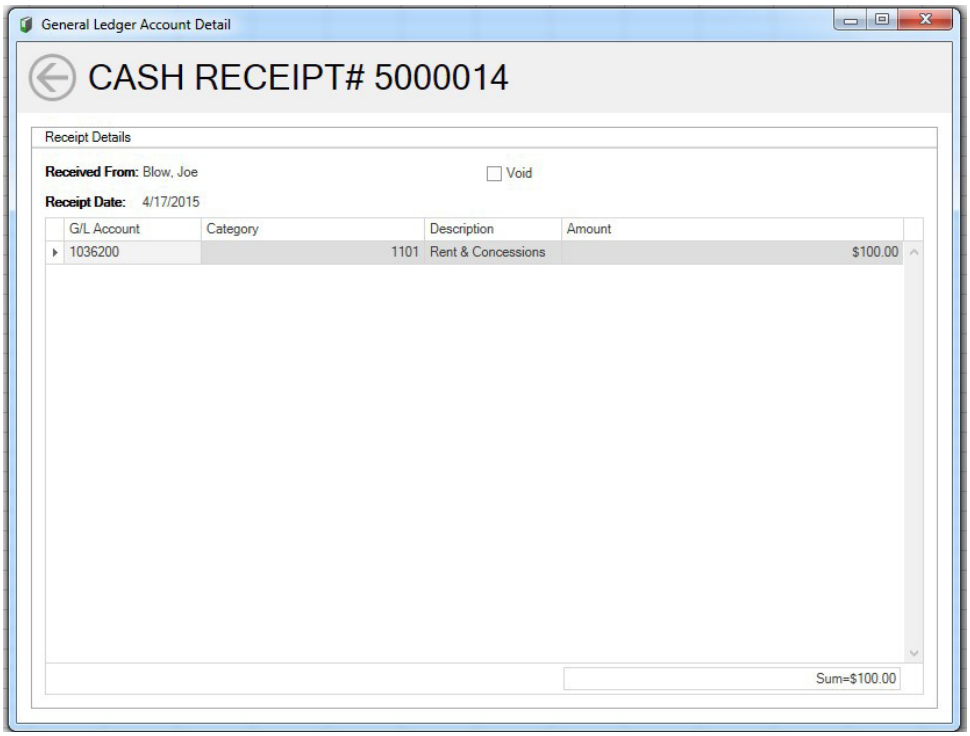
JOURNAL

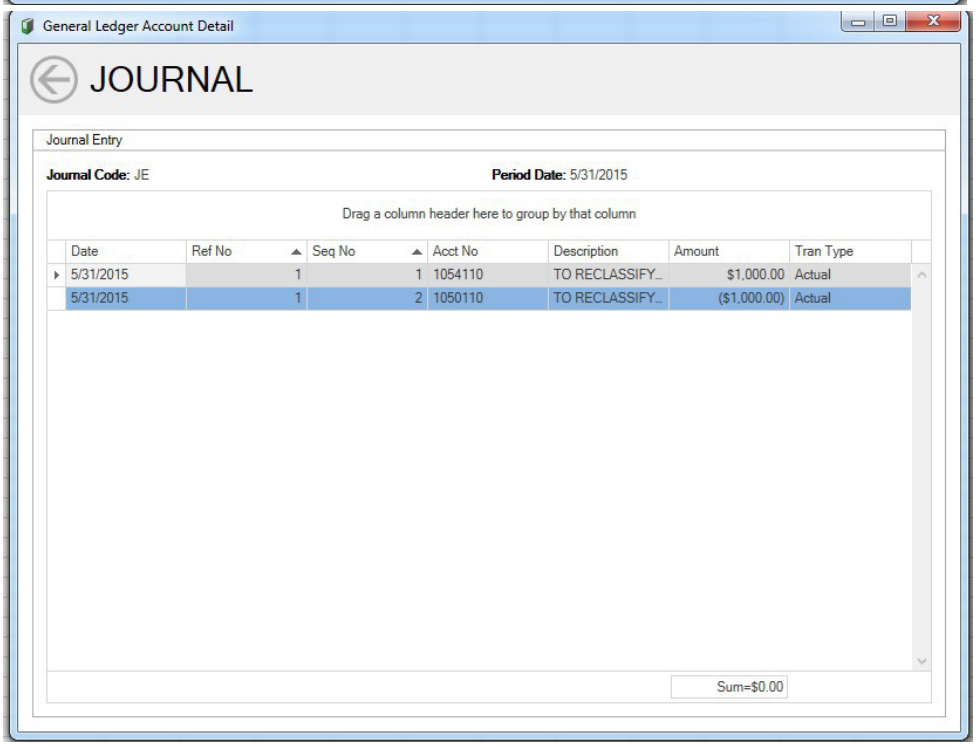
Journal Entry

Journal Code: PB **Period Date:** 4/30/2015

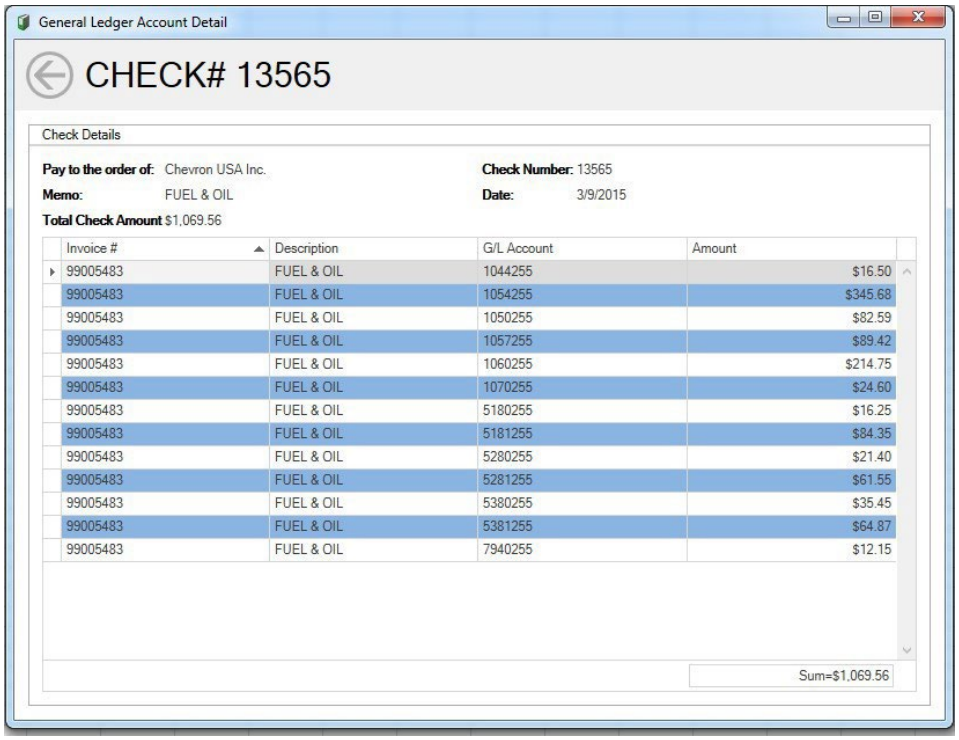
Drag a column header here to group by that column

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	



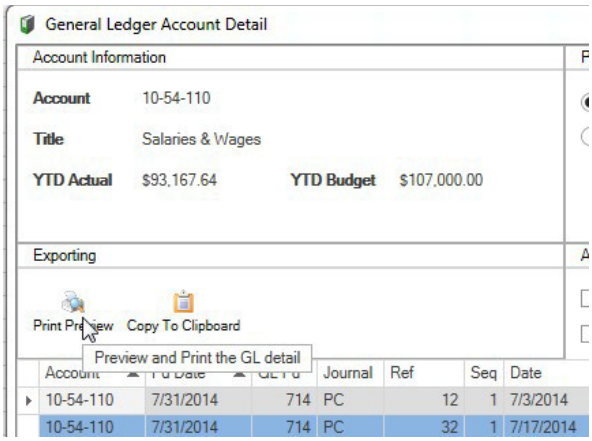


In addition, further drill-down is available for Accounts Payable transactions. An example of that screen follows:



Print Preview General Ledger Detail

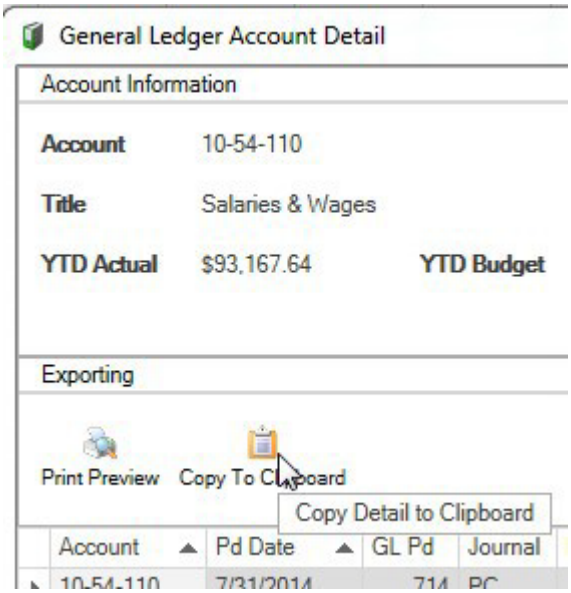
From the **General Ledger Account Detail** screen, you have the ability to print the detail that appears on the screen. Simply click the **Print Preview** button on the **General Ledger Account Detail** screen.



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.**



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.

5.

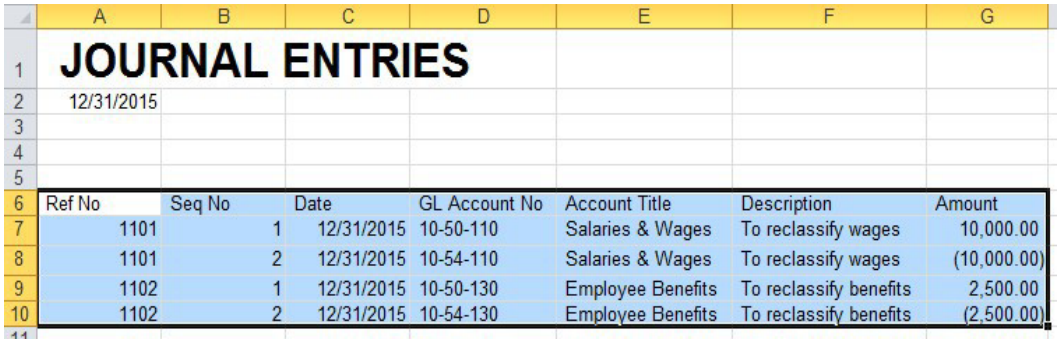
Imports

You can 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:

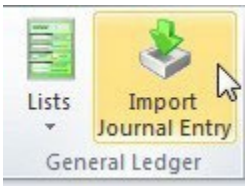
1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.



	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)

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

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**).



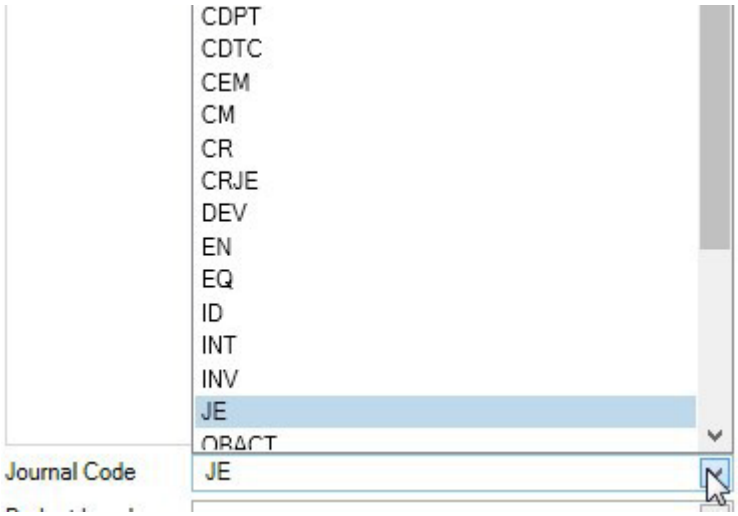
4. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.

5. 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

6. 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.



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

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.

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

or

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

or

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)

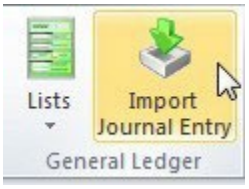
Setup your spreadsheet to emulate something similar to the example above. Once you have your spreadsheet setup, follow these steps:

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)

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

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**).



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

5. 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

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.

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

8. Click the **Validate** button to validate the following: The journal entry is in balance.

The journal entry contains account numbers that exist.

or

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

or

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

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

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**).

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

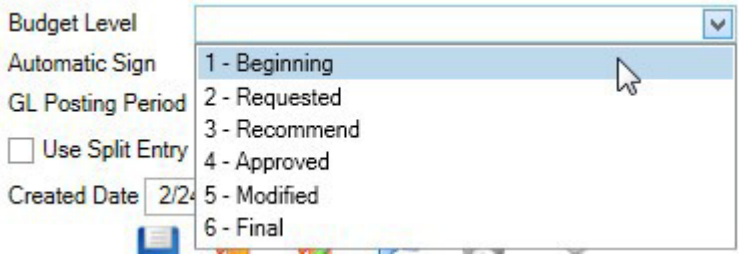
5. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. You will need to map each column as either *Activity_Number*, *Amount*, *Comment*, *Date*, *Description*, *GL_Account_Number*, *Job_Number*, *None*, *Reference*, or *Sequence*. 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

6. Specify the **Journal Code** you will be importing your journal entry into.

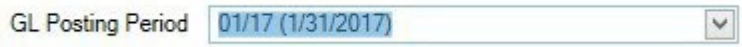
7. Specify the Budget Level you would like to import the budget transactions into.



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.

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.

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



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.

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

or

14. Click the **Import** button to import the budget.

or

Saving an Import Definition

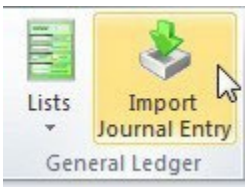
Instead of specifying the journal entry import definition each time, a definition can be saved to expedite the import process. This is especially useful when the format of your import rarely changes. To save a journal entry definition, follow these steps:

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)

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

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**).

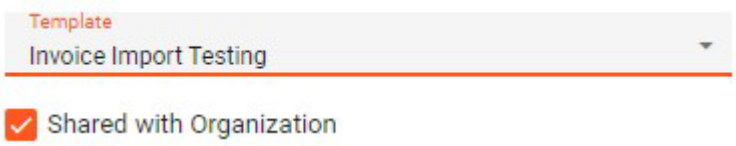


4. Click the green **Add** button at the top.

5. Type a definition name into the **Import Definition Name** field.

6. Click the **Save** button to save the definition name or the **Cancel** button to cancel.

7. This step is only for Civic Connect (not available in miExcel): Check box **Shared with Organization** if you want to share this Import Definition to make it available to other users.



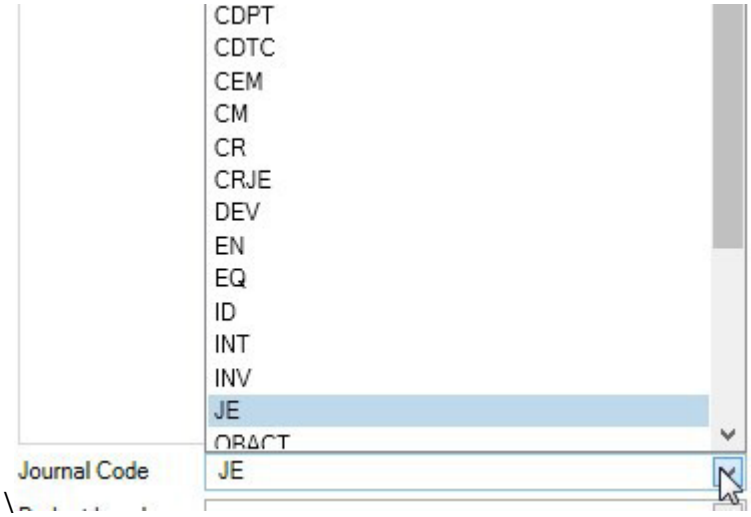
8. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.

9. 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

10. Specify the **Journal Code** you will be importing your journal entry into.



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

12. 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.

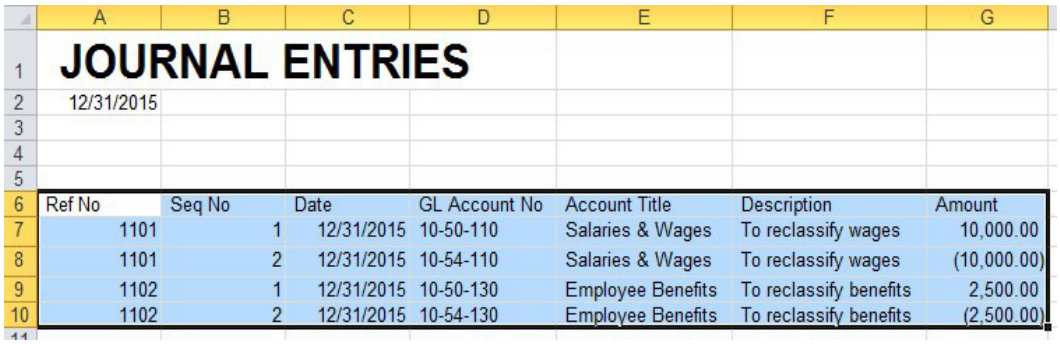
13. When finished, click the **Save** button at the bottom of the screen to save the definition.

14. 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.

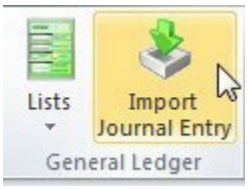
1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.



	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)

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

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**).



4. Select the definition name from the drop-down list at the top.

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.

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

or

Utilizing Auto Map

The **Auto Map** button can be utilized to quickly perform your **Column Mapping**.

or

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

*Please note that **miExcel** will not recognize the spaces above and would need to replace spaces with underscores*

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.

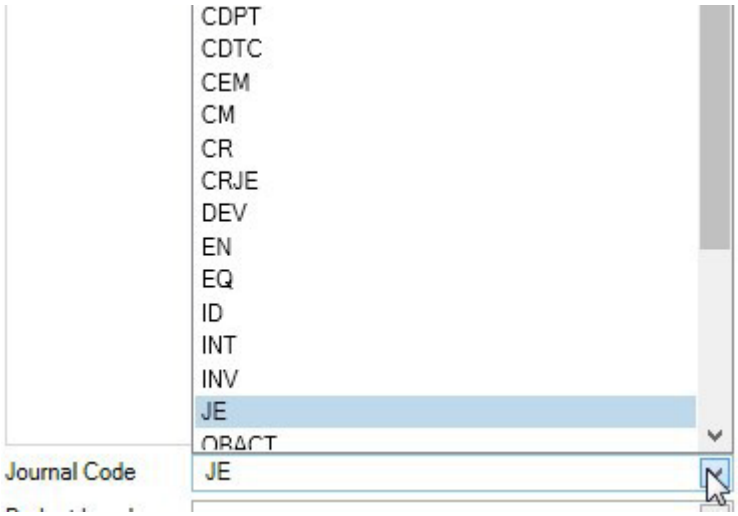
	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Reference	Sequence	Date	GL_Account_Nu	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(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							

2. Click on the **miExcel** <u>or</u> **Connect** ribbon at the top.

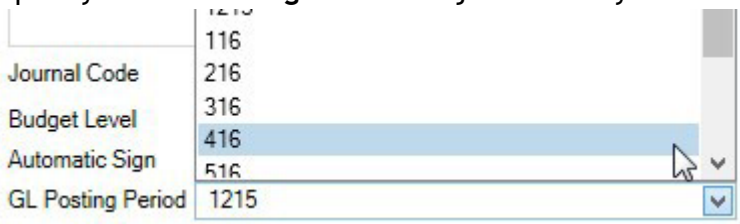
3. Click on **Import Journal Entry** under the *General Ledger* section (**Note**: If the **Import Journal Entry** button is inactive, please see the last section (**<u>Enabling the Import Journal Entry Button</u>**).

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

5. Specify the **Journal Code** you will be importing your journal entry into.



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



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.

or

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.

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

9. Click the **Validate** button to validate the following: The journal entry is in balance.

The journal entry contains account numbers that exist.

or

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

or

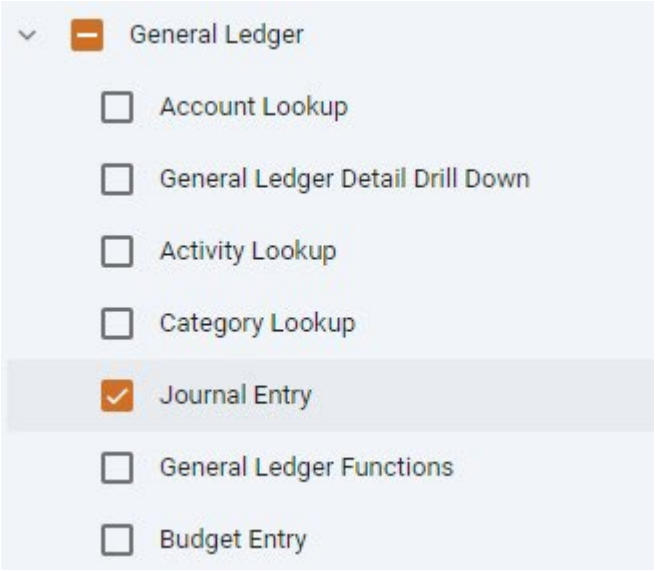
Enabling the Import Journal Entry Button

The **Import Journal Entry** button is only active if the user has access to **Enter Journal Amounts** in the **Caselle General Ledger**.
Civic Connect only: Civic Connect is permission based, and these permissions can be set up in miViewpoint. Follow these steps to set up the Civic Connect permissions.

1. Log into **miViewpoint**.
2. Select **Administration | Groups**
3. Select a group and then select the **Civic Connect Rights** tab.

   CIVIC CONNECT RIGHTS

4. Check the boxes for what that group should have **access** to in Civic Connect.



miExcel only: 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** or **Connect** ribbon at the top.

9. Verify the **Import Journal Entries** button is active for the user.