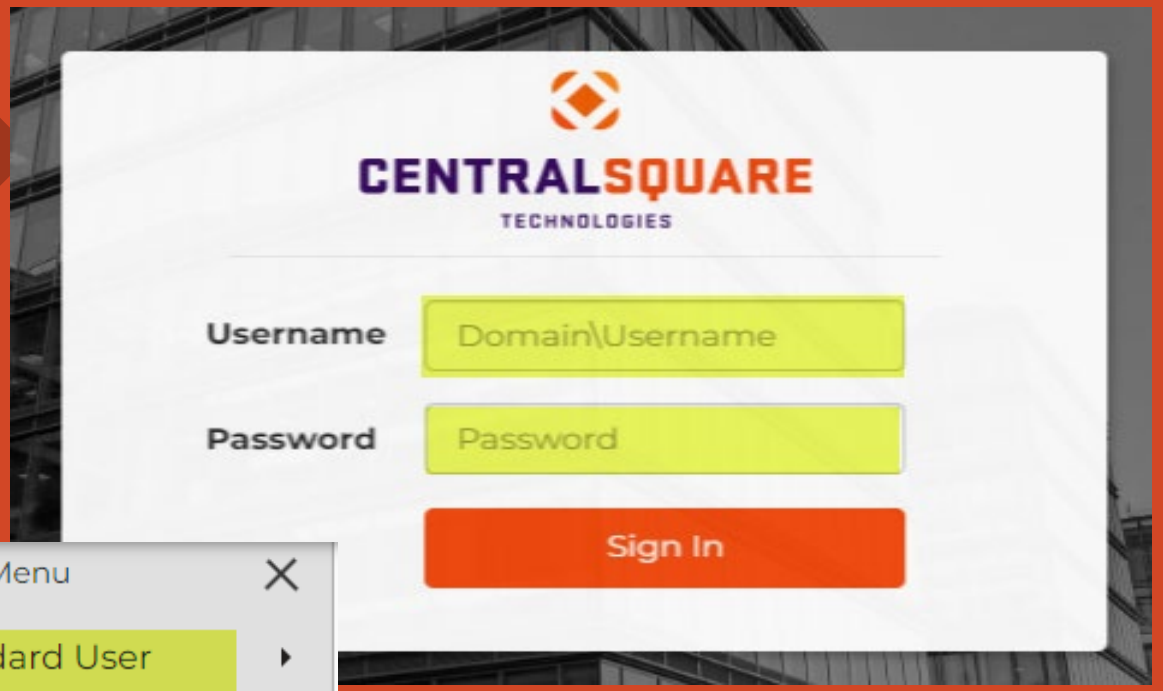
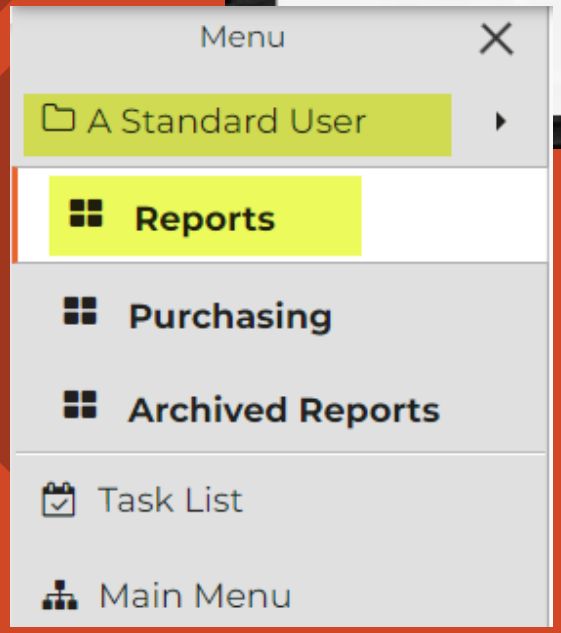
GL Detail Transaction Report (Stand Alone)

HOW TO RUN GL DETAIL TRANSACTION REPORT (STAND ALONE)





1 **Logging in to CentralSquare**

> Key in your username impcld*****

> Key in your password

When logging in to CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

impcld***

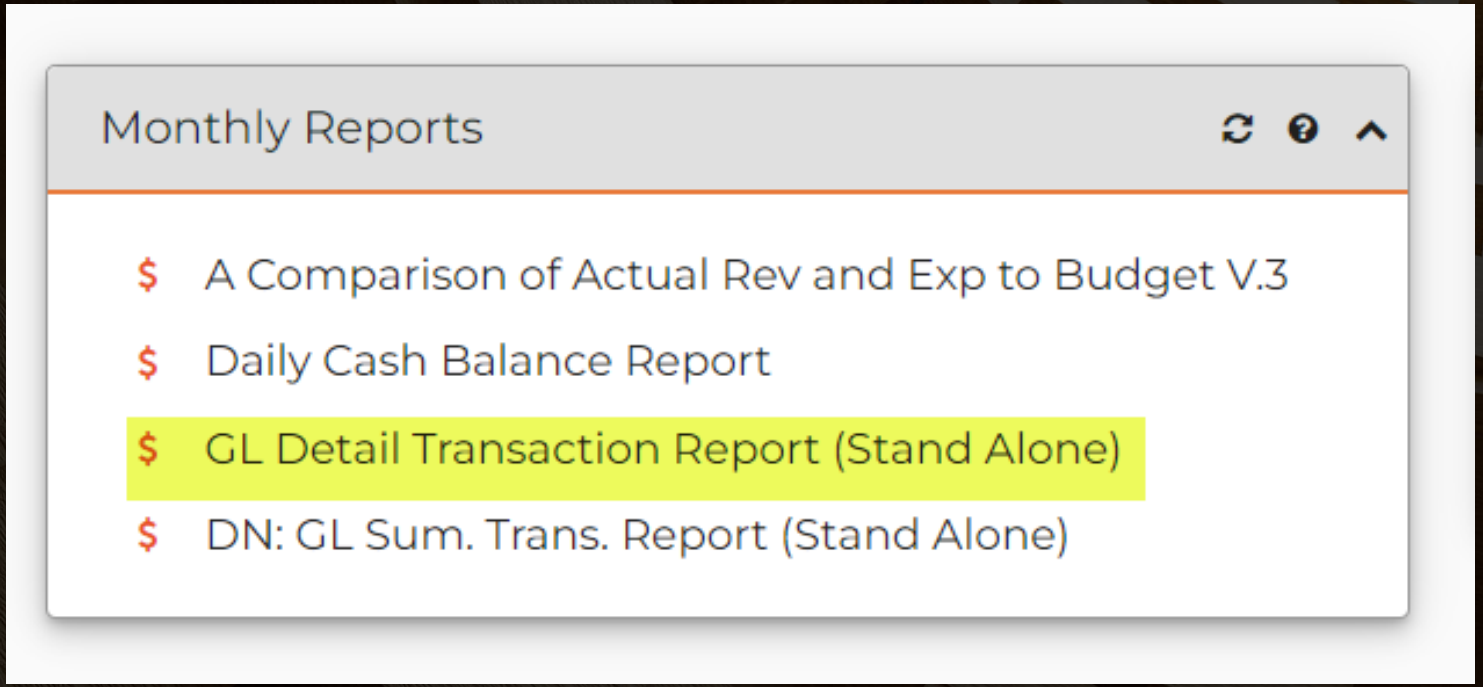
Running GL Detail Transaction Report (Stand Alone)

2

On your **Workspaces**, under **A Standard User**, click on **Reports**.

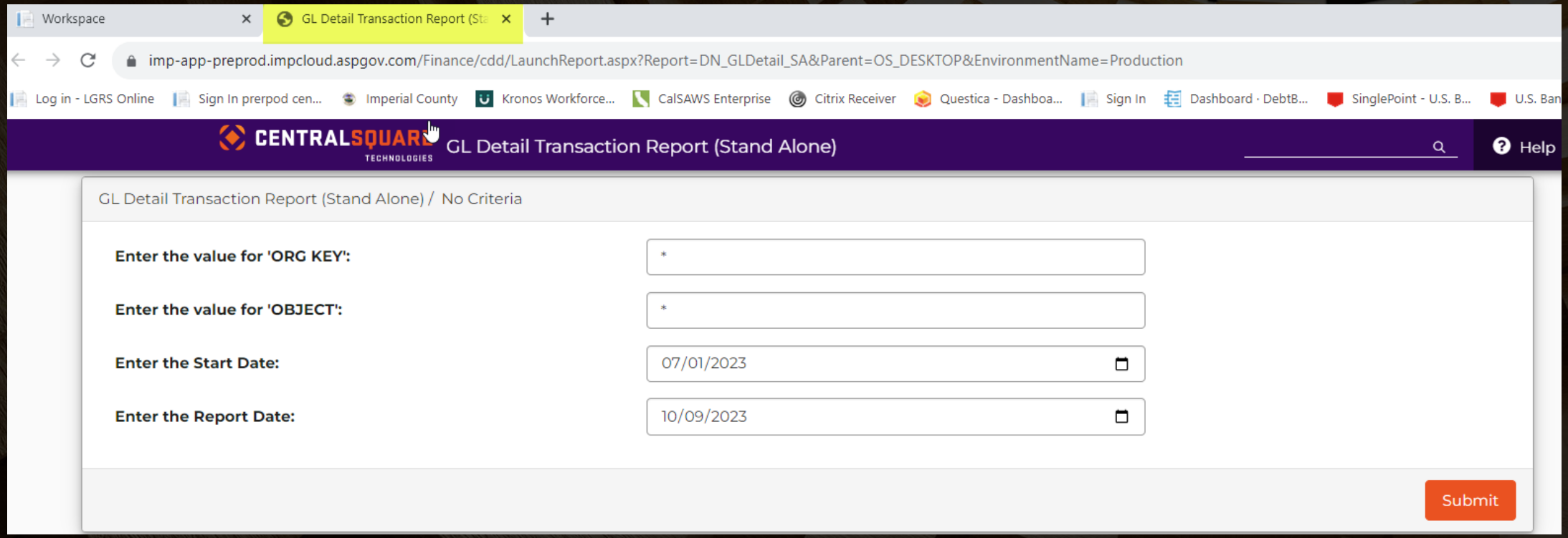
GL DETAIL TRANSACTION REPORT (STAND ALONE)

1 ➢ On the Monthly Reports tab, click on GL DETAIL TRANSACTION REPORT (STAND ALONE)



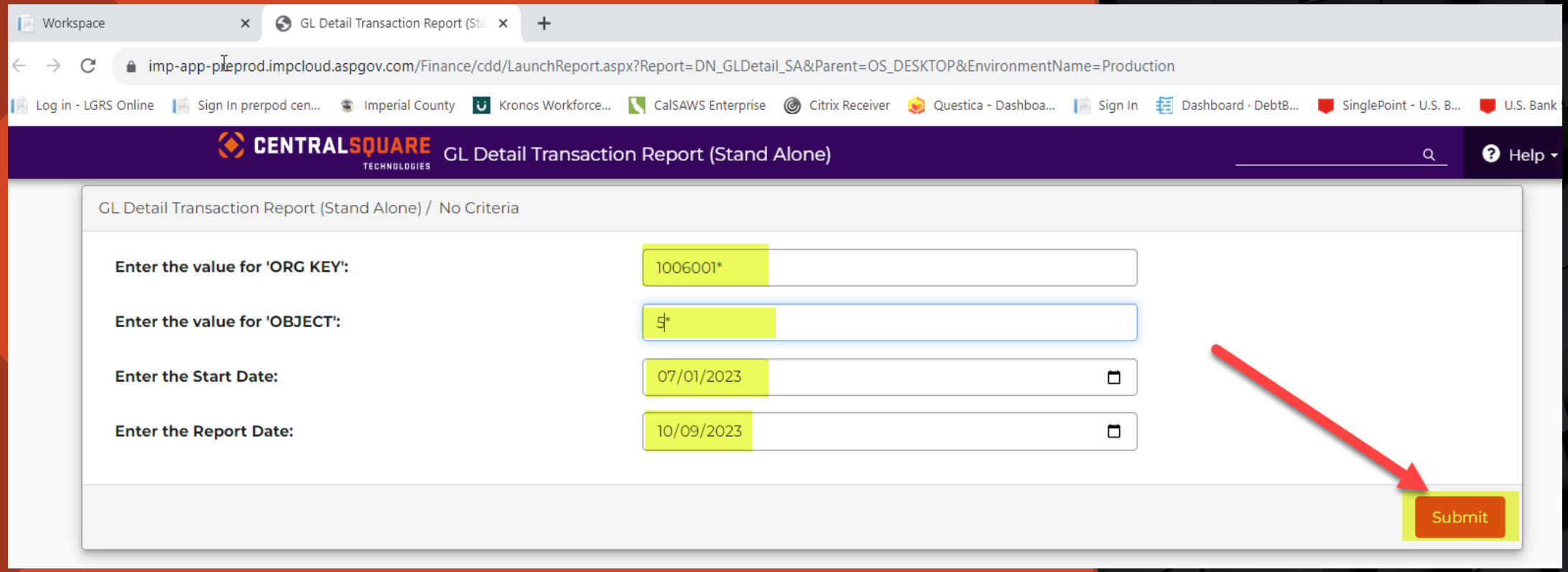
GL DETAIL TRANSACTION REPORT (STAND ALONE)

1 ➢ A new window for Central Square will come up.



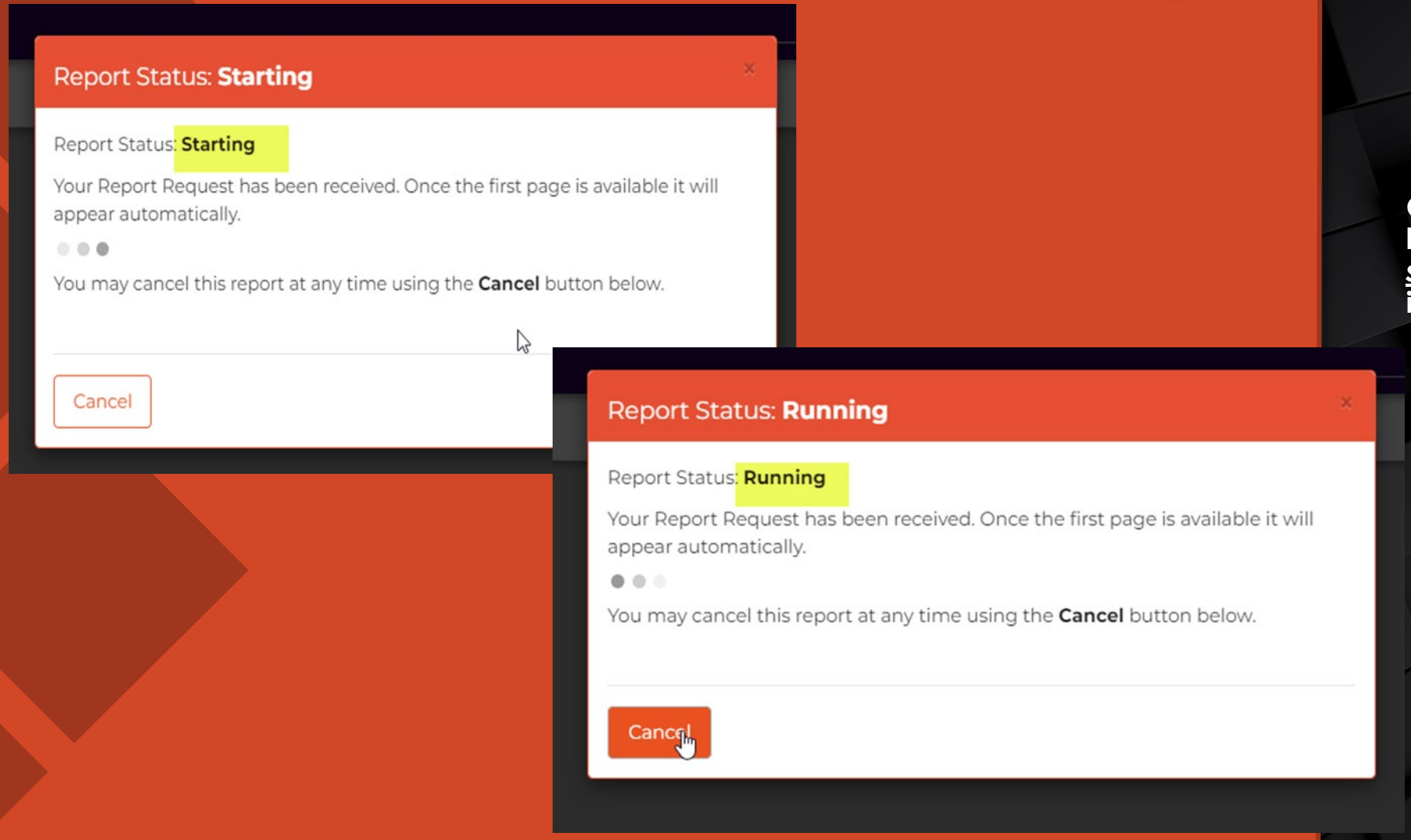
GL DETAIL TRANSACTION REPORT (STAND ALONE)

1. **Enter the org key** (only org keys that you have security for)
   Enter the object code
   Enter the start date
   Enter the Report date (the last date that you want the report to be run exp: 9/30/23)
   Click Submit



2. If you don't enter any criteria in the boxes, the report will take a long time to complete so make sure you enter criteria before you click submit.

GL DETAIL TRANSACTION REPORT (STAND ALONE)



Once you click submit, the box will start letting you know that the report has *starting* and then it lets you know when it is *running*.

GL DETAIL TRANSACTION REPORT (STAND ALONE)

- Once the report is finished running, the CDD report will appear.

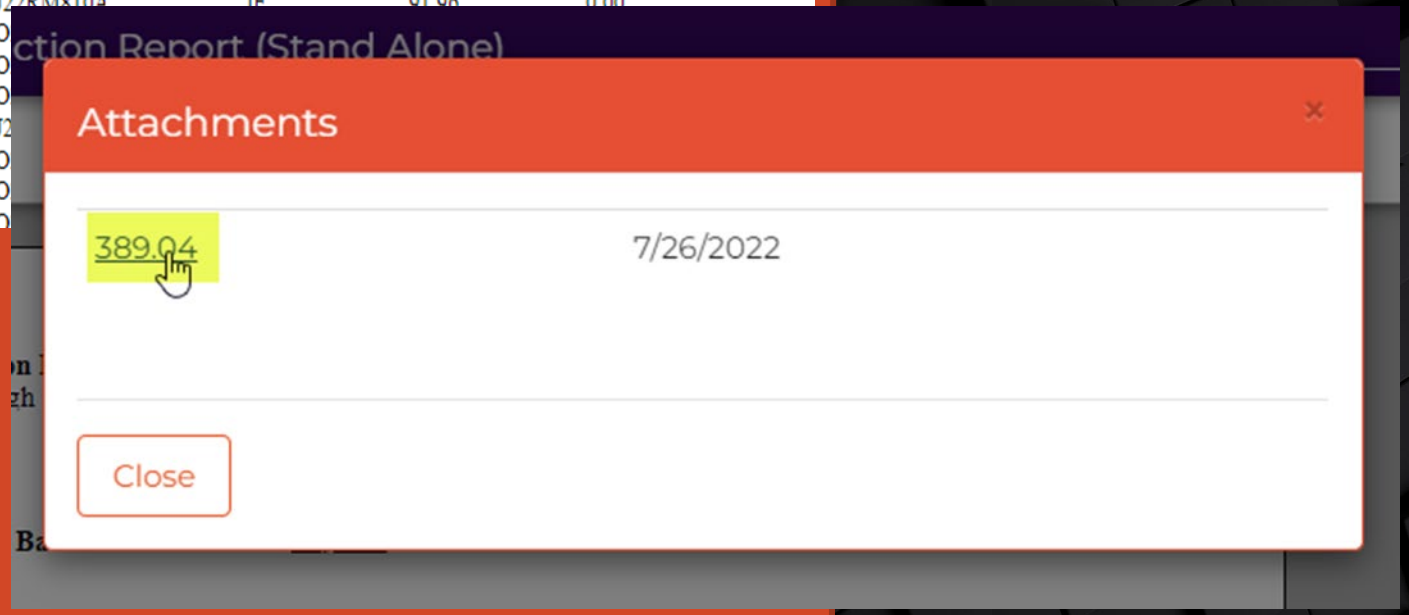
Detail Transaction Report
07/01/2022 Through 06/30/2023

Trans. Date	Description	Reference	Fiscal Year	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
Org Key:	1006001 AUDITOR-CONTROLLER								
Object:	524000 Office Expense								
07/26/2022	OFFICE DEPOT BLANKET PURCHASE	608232	2023	O22AM726	00685699	OH	389.04	0.00	
07/26/2022	DESERT DOCUMENT INV# 103207202	608243	2023	O22MA726.	00685724	OH	89.00	0.00	
07/29/2022	DESERT DOCUMENT INV 1032070622	1032070622	2023	O22AM729	00685890	OH	40.60	0.00	
08/01/2022	OFFICE DEPOT BLANKET PURCHASE	608426	2023	O22AM801.	00685961	OH	302.70	0.00	
08/08/2022	CHARTER COMMUNI ACCT 8448 42 0	0594797071822	2023	O22DH808	00686440	OH	44.40	0.00	
08/09/2022	DESERT DOCUMENT INV1032080322	1032080322	2023	O22AM809	00686483	OH	155.00	0.00	
08/10/2022	CALCARD REALLOCATION 07/22/22	0822-091	2023	J22RM810A		JE	91.96	0.00	
08/11/2022	DS SERVICES OF ACCT 4547527944	9440057 080122	2023	O22DH811	00686737	OH	108.95	0.00	
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609162	2023	O22MA811	00686748	OH	128.93	0.00	
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609161	2023	O22MA811	00686747	OH	786.88	0.00	
08/12/2022	7/22 MAILROOM CHARGES	0822-119	2023	J22T812B		JE	847.75	0.00	
08/15/2022	IMPERIAL PRINTE INV 22-2274	609333	2023	O22AM815.	00686898	OH	600.60	0.00	
08/18/2022	OFFICE DEPOT BLANKET PURCHASE	609810	2023	O22MA818	00687447	OH	303.70	0.00	
08/23/2022	DESERT DOCUMENT DESERT DOC SHR	1032081722	2023	O22AM823	00687655	OH	40.60	0.00	
08/24/2022	CANON FINANCIAL 6/01/22-6/31/2	610079	2023	O22AM824.	00687778	OH	219.94	0.00	
08/29/2022	CANON FINANCIAL 7/01/22-7/31/2	610437	2023	O22AM829	00688100	OH	219.94	0.00	
08/30/2022	CALCARD REALLOCATION 07/22/22	0822-347	2023	J22RM830A		JE	14.99	0.00	
08/31/2022	CAL CARD REALLOC 8-22-22	0822-354	2023	J22DS831A		JE	14.99	0.00	

GL DETAIL TRANSACTION REPORT (STAND ALONE)

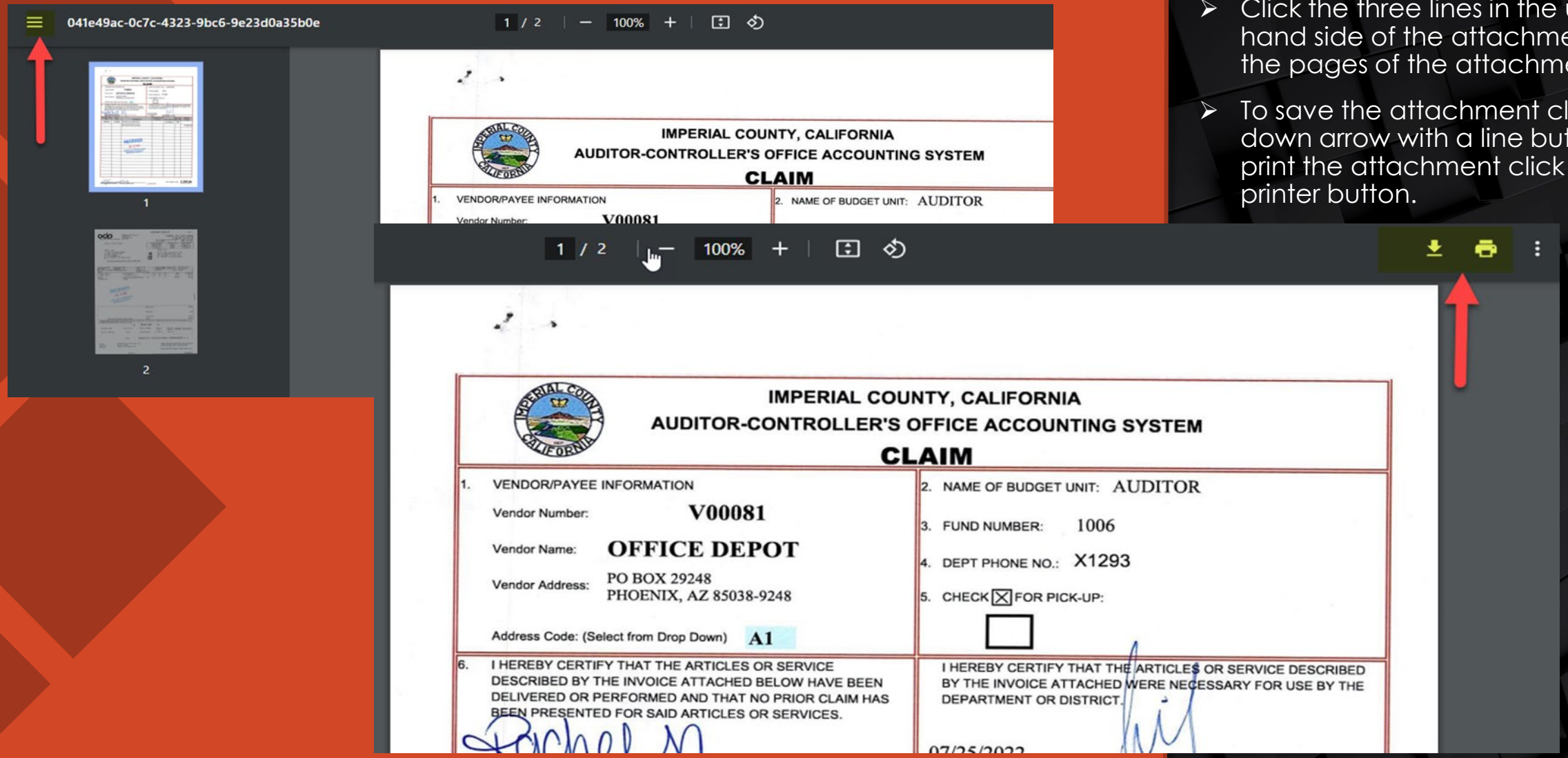
Detail Transaction Report
07/01/2022 Through 06/30/2023

Trans. Date	Description	Reference	Fiscal Year	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
Org Key: 1006001 AUDITOR-CONTROLLER									
Object: 524000 Office Expense									
07/26/2022	OFFICE DEPOT BLANKET PURCHASE	608232	2023	O22AM726.	00685699	OH	389.04	0.00	
07/26/2022	DESERT DOCUMENT INV# 103207202	608243	2023	O22MA726.	00685724	OH	89.00	0.00	
07/29/2022	DESERT DOCUMENT INV 1032070622	1032070622	2023	O22AM729.	00685890	OH	40.60	0.00	
08/01/2022	OFFICE DEPOT BLANKET PURCHASE	608426	2023	O22AM801.	00685961	OH	302.70	0.00	
08/08/2022	CHARTER COMMUNI ACCT 8448 42 0	0594797071822	2023	O22DH808.	00686440	OH	44.40	0.00	
08/09/2022	DESERT DOCUMENT INV1032080322	1032080322	2023	O22AM809	00686483	OH	155.00	0.00	
08/10/2022	CALCARD REALLOCATION 07/22/22	0822-091	2023	J22RM810A		JE	91.96	0.00	
08/11/2022	DS SERVICES OF ACCT 4547527944	9440057 080122	2023	O					
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609162	2023	O					
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609161	2023	O					
08/12/2022	7/22 MAILROOM CHARGES	0822-119	2023	J2					
08/15/2022	IMPERIAL PRINTE INV 22-2274	609333	2023	O					
08/18/2022	OFFICE DEPOT BLANKET PURCHASE	609810	2023	O					
08/23/2022	DESERT DOCUMENT DESERT DOC SHR	1032081722	2023	O					



- The only column that you can drill down on in the Detail Transaction Report is the ***Reference*** column.
- Hover over the reference that you want to view the attachment for.
- Once the "hand" appears, click on the reference.
- A box with the attachment will pop up.
- Click on the attachment

GL DETAIL TRANSACTION REPORT (STAND ALONE)

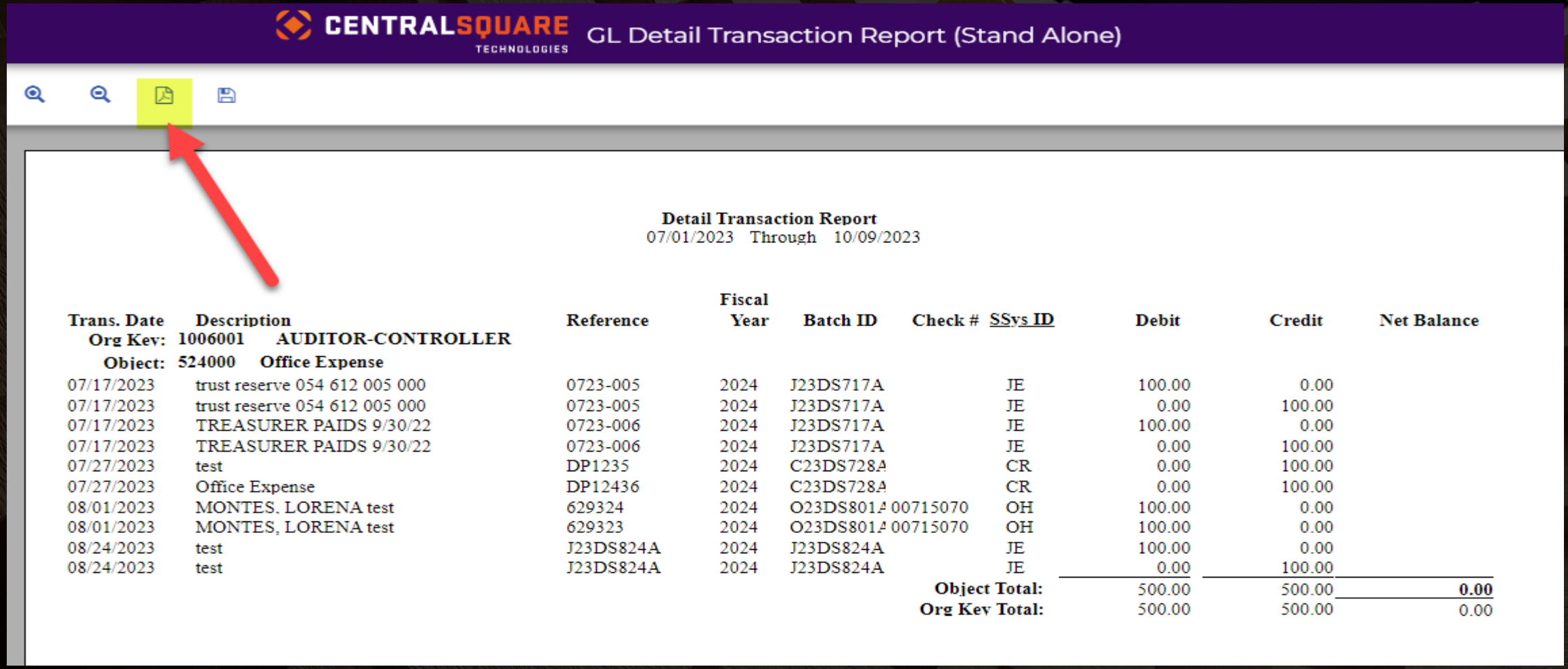


- The attachment will come up.
- Click the three lines in the upper left-hand side of the attachment to view the pages of the attachment.
- To save the attachment click on the down arrow with a line button and to print the attachment click on the printer button.

GL DETAIL TRANSACTION REPORT (STAND ALONE)

- Once the report is finished running, the CDD report will appear.
- To print or save the report, click on the PDF picture.

1

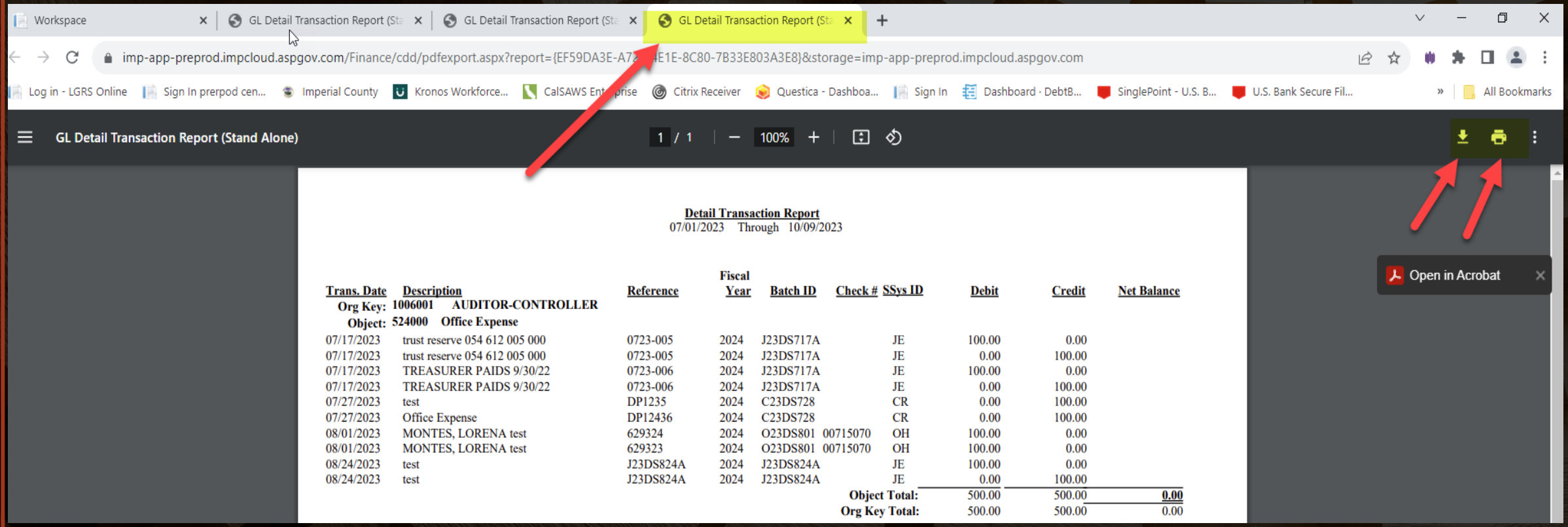


Detail Transaction Report
07/01/2023 Through 10/09/2023

Trans. Date	Description	Reference	Fiscal Year	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
Org Key: 1006001 AUDITOR-CONTROLLER									
Object: 524000 Office Expense									
07/17/2023	trust reserve 054 612 005 000	0723-005	2024	J23DS717A		JE	100.00	0.00	
07/17/2023	trust reserve 054 612 005 000	0723-005	2024	J23DS717A		JE	0.00	100.00	
07/17/2023	TREASURER PAIDS 9/30/22	0723-006	2024	J23DS717A		JE	100.00	0.00	
07/17/2023	TREASURER PAIDS 9/30/22	0723-006	2024	J23DS717A		JE	0.00	100.00	
07/27/2023	test	DP1235	2024	C23DS728A		CR	0.00	100.00	
07/27/2023	Office Expense	DP12436	2024	C23DS728A		CR	0.00	100.00	
08/01/2023	MONTES, LORENA test	629324	2024	O23DS801A	00715070	OH	100.00	0.00	
08/01/2023	MONTES, LORENA test	629323	2024	O23DS801A	00715070	OH	100.00	0.00	
08/24/2023	test	J23DS824A	2024	J23DS824A		JE	100.00	0.00	
08/24/2023	test	J23DS824A	2024	J23DS824A		JE	0.00	100.00	
						Object Total:	500.00	500.00	**0.00**
						Org Key Total:	500.00	500.00	0.00

GL DETAIL TRANSACTION REPORT (STAND ALONE)

- A new window in Central Square will come up.
- On the far, upper right-hand corner of the screen, there is a download button and a print button.



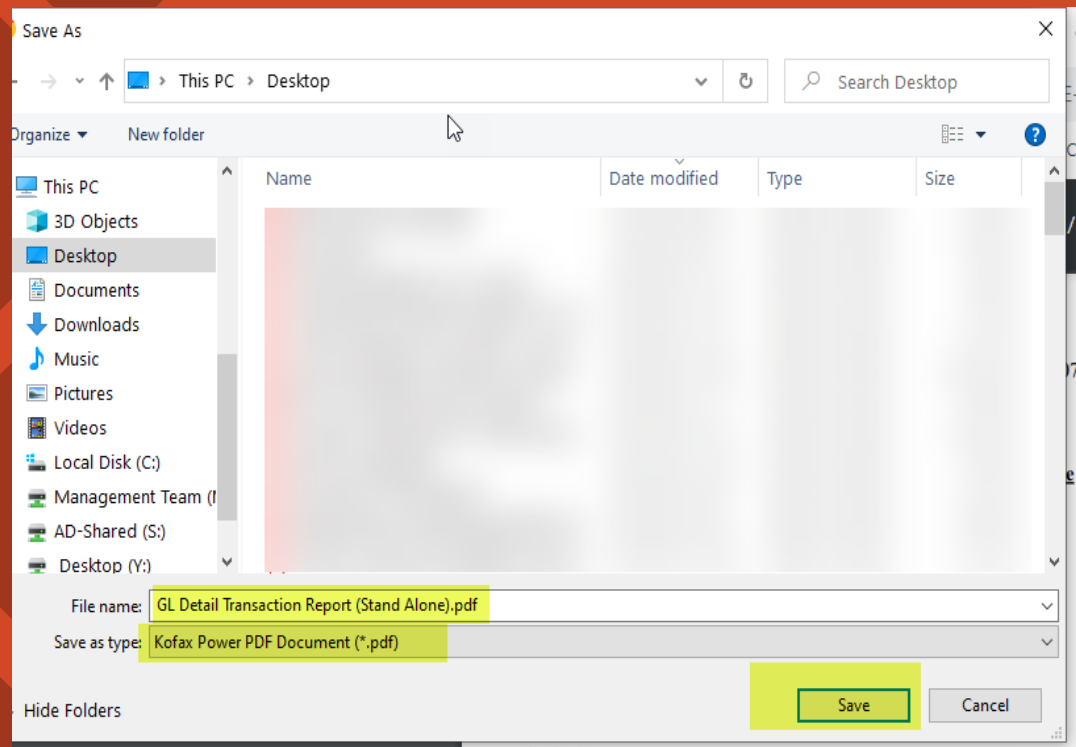
Detail Transaction Report
07/01/2023 Through 10/09/2023

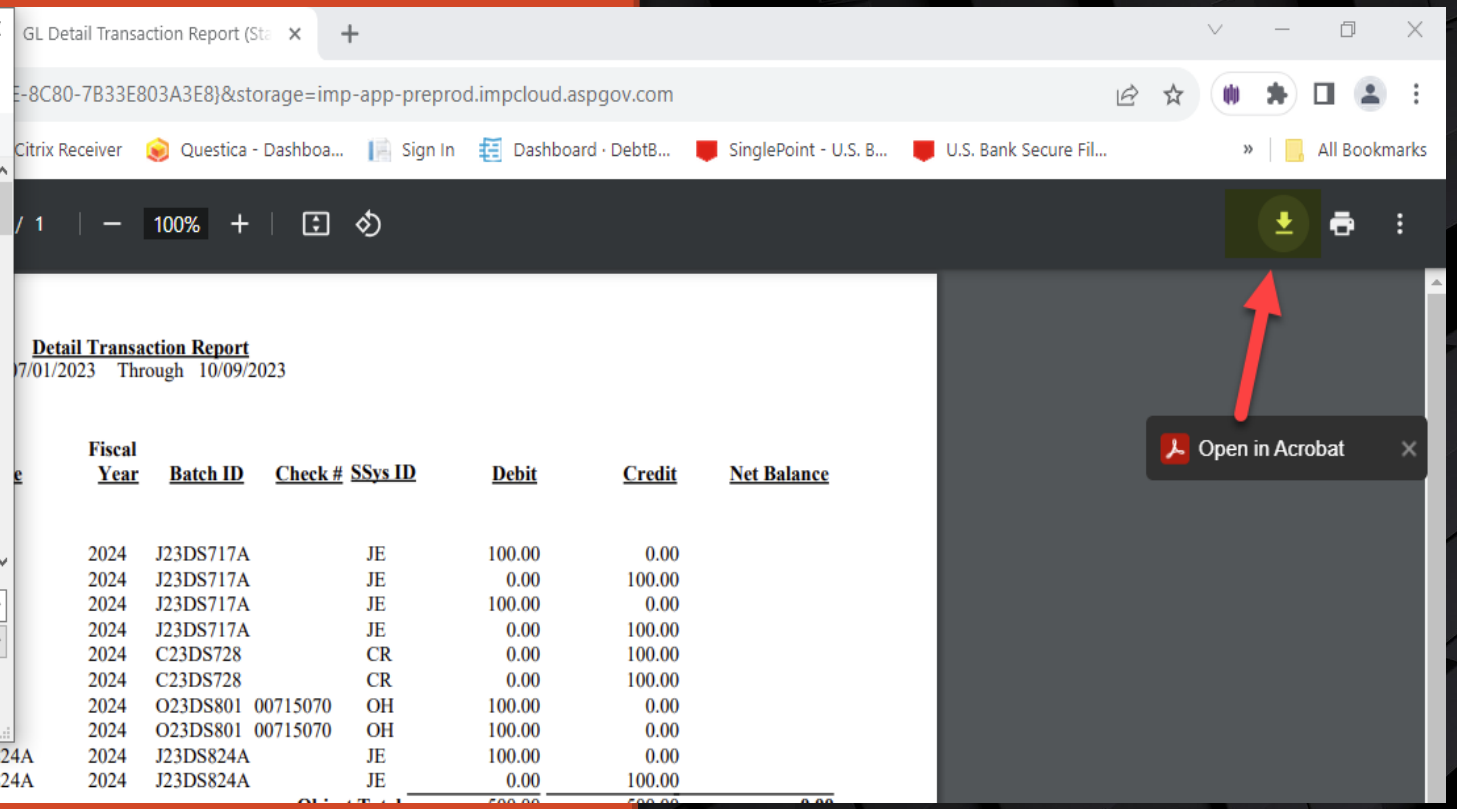
Trans. Date	Description	Reference	Fiscal Year	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
Org Key: 1006001 AUDITOR-CONTROLLER									
Object: 524000 Office Expense									
07/17/2023	trust reserve 054 612 005 000	0723-005	2024	J23DS717A		JE	100.00	0.00	
07/17/2023	trust reserve 054 612 005 000	0723-005	2024	J23DS717A		JE	0.00	100.00	
07/17/2023	TREASURER PAIDS 9/30/22	0723-006	2024	J23DS717A		JE	100.00	0.00	
07/17/2023	TREASURER PAIDS 9/30/22	0723-006	2024	J23DS717A		JE	0.00	100.00	
07/27/2023	test	DP1235	2024	C23DS728		CR	0.00	100.00	
07/27/2023	Office Expense	DP12436	2024	C23DS728		CR	0.00	100.00	
08/01/2023	MONTES, LORENA test	629324	2024	O23DS801	00715070	OH	100.00	0.00	
08/01/2023	MONTES, LORENA test	629323	2024	O23DS801	00715070	OH	100.00	0.00	
08/24/2023	test	J23DS824A	2024	J23DS824A		JE	100.00	0.00	
08/24/2023	test	J23DS824A	2024	J23DS824A		JE	0.00	100.00	
						Object Total:	500.00	500.00	0.00
						Org Key Total:	500.00	500.00	0.00

GL DETAIL TRANSACTION REPORT (STAND ALONE)

To save the report, click on the download button. A save as box comes up. Save the report to wherever you want to save it too. Change the file name to whatever you want the report named as.

Click save.





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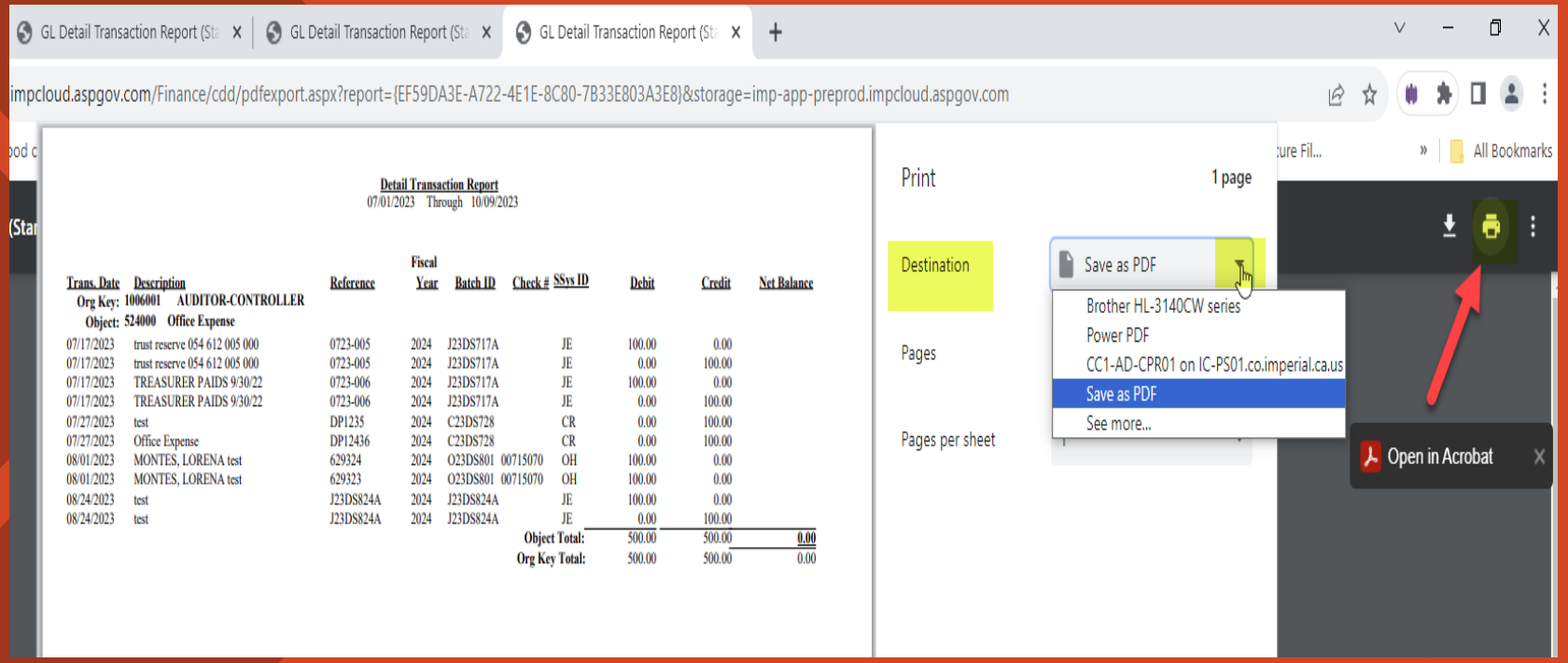
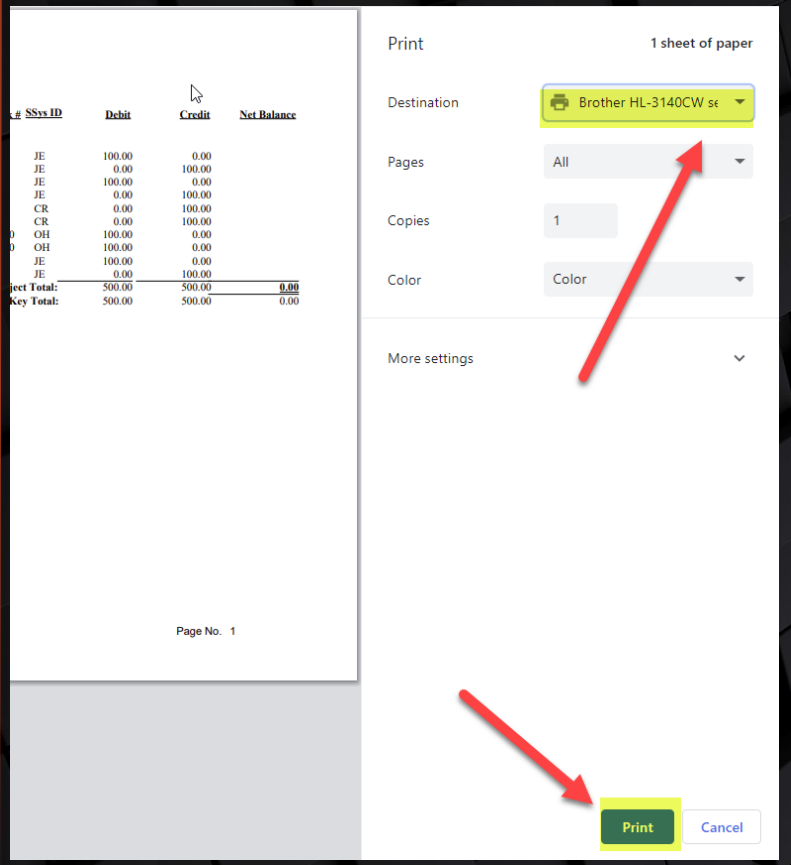


Once the report is either saved or printed, exit out of the all the windows that have GL Detail Transaction Report as the name of the window. You can leave the window open where you enter in the criteria, if you want to run more than one report.

To print the report, click on the printer button. A print box will come up. Click on the down arrow next the destination box. Find the printer that you want to use and click on it.

Click Print.