

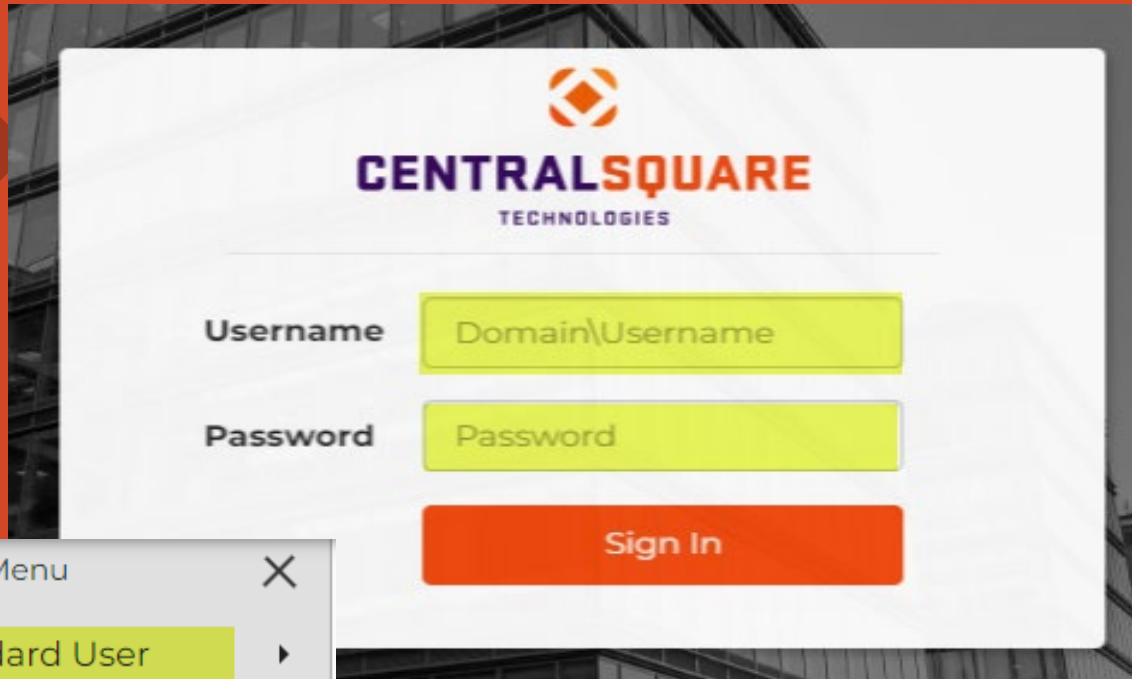


CENTRALSQUARE

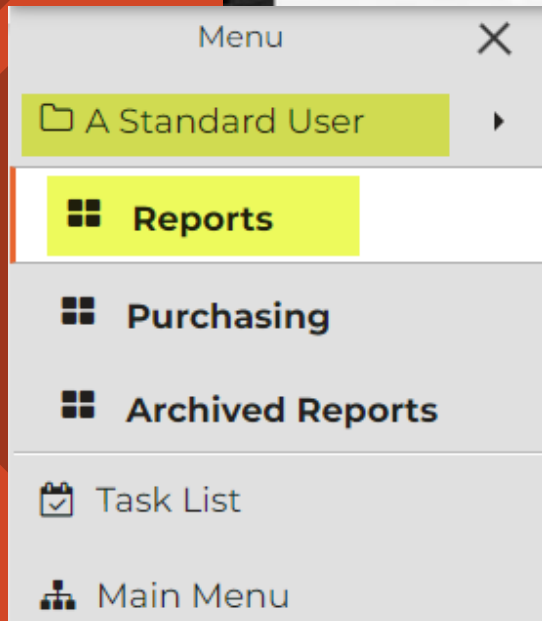
TECHNOLOGIES

**GL Detail Transaction Report
(Stand Alone)**

HOW TO RUN GL DETAIL TRANSACTION REPORT (STAND ALONE)



The image shows the CentralSquare Technologies login interface. At the top is the logo, which consists of a stylized orange diamond shape above the text "CENTRAL SQUARE" in a bold, sans-serif font, with "TECHNOLOGIES" in a smaller font below it. Below the logo are two input fields: "Username" and "Password". The "Username" field contains the text "Domain\Username" and the "Password" field contains "Password". Both fields have a light green highlight. Below these fields is an orange "Sign In" button.



1 Logging in to CentralSquare

- > Key in your username impclid*****
- > 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:

impclid*****

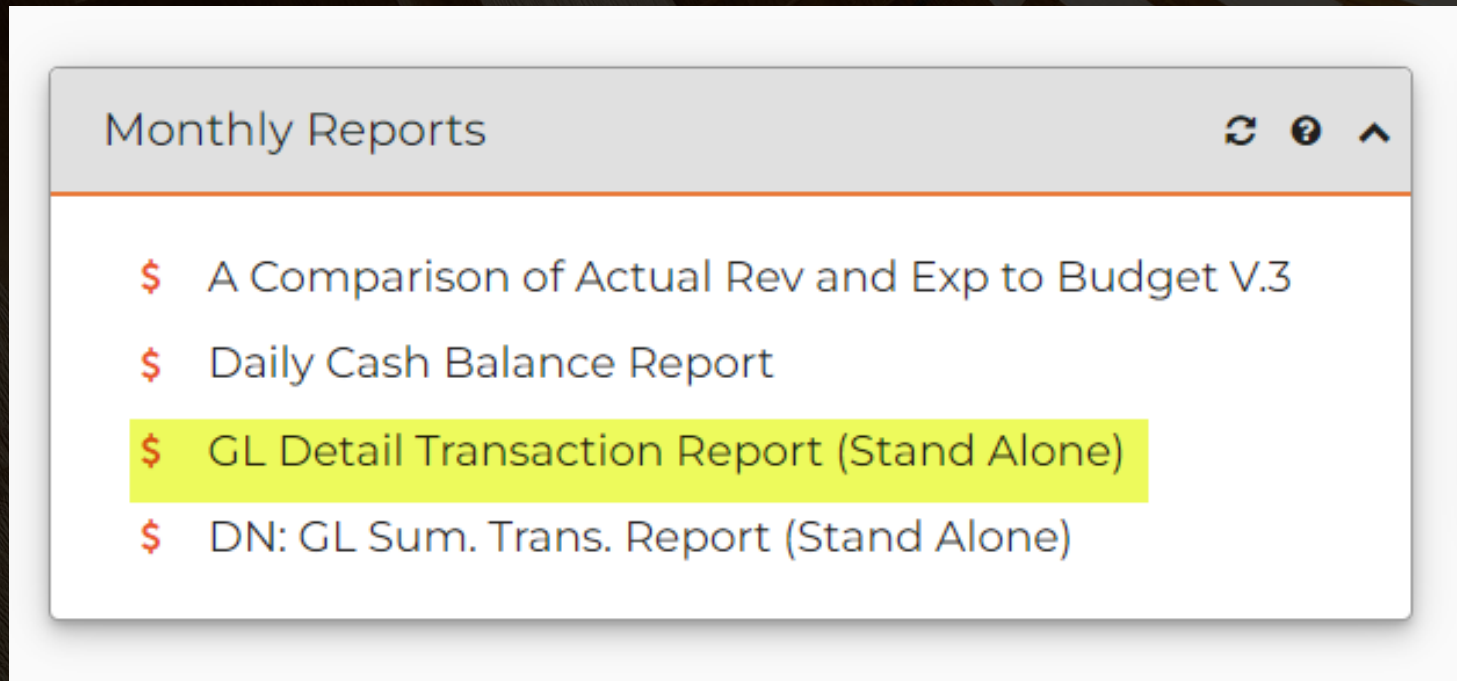
Running GL Detail Transaction Report (Stand Alone)

2

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

GL DETAIL TRANSACTION REPORT (STAND ALONE)

- 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.

Workspace x GL Detail Transaction Report (Stand Alone) x +

imp-app-preprod.impcloud.aspgov.com/Finance/cdd/LaunchReport.aspx?Report=DN_GLDetail_SA&Parent=OS_DESKTOP&EnvironmentName=Production

Log in - LGRS Online Sign In prerpod cen... Imperial County Kronos Workforce... CalSAWS Enterprise Citrix Receiver Questica - Dashboa... Sign In Dashboard · DebtB... SinglePoint - U.S. B... U.S. Ban

CENTRAL SQUARE TECHNOLOGIES GL Detail Transaction Report (Stand Alone) ? Help

GL Detail Transaction Report (Stand Alone) / No Criteria

Enter the value for 'ORG KEY': *

Enter the value for 'OBJECT': *

Enter the Start Date: 07/01/2023

Enter the Report Date: 10/09/2023

Submit

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

Workspace x GL Detail Transaction Report (Sta x +

imp-app-pleprod.impcloud.aspgov.com/Finance/cdd/LaunchReport.aspx?Report=DN_GLDetail_SA&Parent=OS_DESKTOP&EnvironmentName=Production

Log in - LGRS Online Sign In prerpod cen... Imperial County Kronos Workforce... CalSAWS Enterprise Citrix Receiver Questica - Dashboa... Sign In Dashboard · DebtB... SinglePoint - U.S. B... U.S. Bank

CENTRAL SQUARE TECHNOLOGIES GL Detail Transaction Report (Stand Alone) Help

GL Detail Transaction Report (Stand Alone) / No Criteria

Enter the value for 'ORG KEY': 1006001*

Enter the value for 'OBJECT': 5

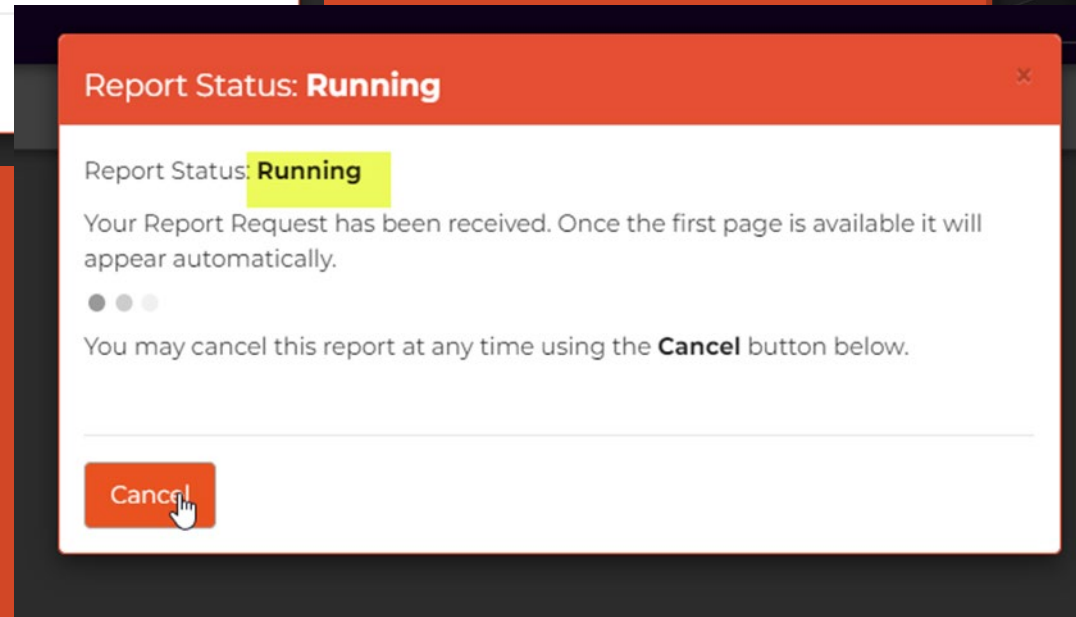
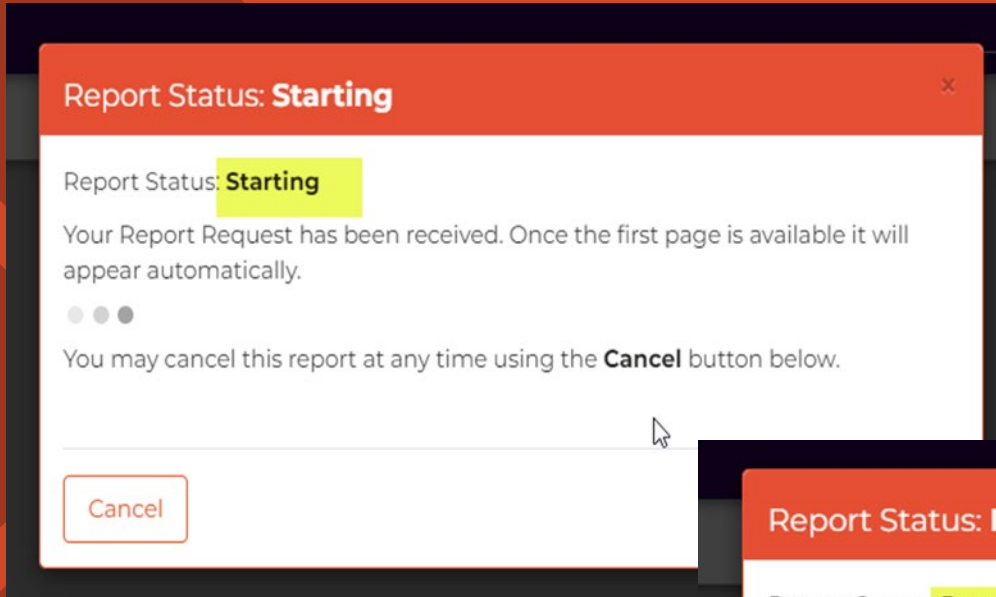
Enter the Start Date: 07/01/2023

Enter the Report Date: 10/09/2023

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	
09/06/2022	DESERT DOCUMENT INV# 1032080322	611000	2023	O22MA806	00688810	OH	40.60	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		IF	91.96	0.00	
08/11/2022	DS SERVICES OF ACCT 4547527944	9440057 080122	2023						
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609162	2023						
08/11/2022	OFFICE DEPOT BLANKET PURCHASE	609161	2023						
08/12/2022	7/22 MAILROOM CHARGES	0822-119	2023						
08/15/2022	IMPERIAL PRINTE INV 22-2274	609333	2023						
08/18/2022	OFFICE DEPOT BLANKET PURCHASE	609810	2023						
08/23/2022	DESERT DOCUMENT DESERT DOC SHR	1032081722	2023						

- 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

Attachments ✕

389.04

7/26/2022

Close

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.

041e49ac-0c7c-4323-9bc6-9e23d0a35b0e 1 / 2 100%

IMPERIAL COUNTY, CALIFORNIA
AUDITOR-CONTROLLER'S OFFICE ACCOUNTING SYSTEM
CLAIM

1. VENDOR/PAYEE INFORMATION Vendor Number: **V00081**

2. NAME OF BUDGET UNIT: AUDITOR

1 2

100%

IMPERIAL COUNTY, CALIFORNIA
AUDITOR-CONTROLLER'S OFFICE ACCOUNTING SYSTEM
CLAIM

1. VENDOR/PAYEE INFORMATION Vendor Number: **V00081**
Vendor Name: **OFFICE DEPOT**
Vendor Address: PO BOX 29248
PHOENIX, AZ 85038-9248
Address Code: (Select from Drop Down) **A1**

2. NAME OF BUDGET UNIT: AUDITOR

3. FUND NUMBER: 1006

4. DEPT PHONE NO.: X1293

5. CHECK FOR PICK-UP:

6. I HEREBY CERTIFY THAT THE ARTICLES OR SERVICE DESCRIBED BY THE INVOICE ATTACHED BELOW HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES.
Richard M

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICE DESCRIBED BY THE INVOICE ATTACHED WERE NECESSARY FOR USE BY THE DEPARTMENT OR DISTRICT.
[Signature]

07/25/2022

GL DETAIL TRANSACTION REPORT (STAND ALONE)

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

1

➤ To print or save the report, click on the PDF picture.

CENTRAL SQUARE TECHNOLOGIES GL Detail Transaction Report (Stand Alone)

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.

The screenshot shows a web browser window with the URL `imp-app-preprod.impcloud.aspgov.com/Finance/cdd/pdfexport.aspx?report={EF59DA3E-A72...E1E-8C80-7B33E803A3E8}&storage=imp-app-preprod.impcloud.aspgov.com`. The browser tabs show multiple instances of the report. The report title is "GL Detail Transaction Report (Stand Alone)". The report content includes a table of transactions and a summary at the bottom right.

<u>Trans. Date</u>	<u>Description</u>	<u>Reference</u>	<u>Fiscal Year</u>	<u>Batch ID</u>	<u>Check #</u>	<u>SSys ID</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Balance</u>
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.

The screenshot shows a web browser window displaying a 'Detail Transaction Report' for the period 7/01/2023 through 10/09/2023. The report is a table with the following columns: Fiscal Year, Batch ID, Check #, SSys ID, Debit, Credit, and Net Balance. The data is as follows:

Fiscal Year	Batch ID	Check #	SSys ID	Debit	Credit	Net Balance
2024	J23DS717A		JE	100.00	0.00	
2024	J23DS717A		JE	0.00	100.00	
2024	J23DS717A		JE	100.00	0.00	
2024	J23DS717A		JE	0.00	100.00	
2024	C23DS728		CR	0.00	100.00	
2024	C23DS728		CR	0.00	100.00	
2024	O23DS801	00715070	OH	100.00	0.00	
2024	O23DS801	00715070	OH	100.00	0.00	
2024	J23DS824A		JE	100.00	0.00	
2024	J23DS824A		JE	0.00	100.00	

A 'Save As' dialog box is open over the browser, showing the file name 'GL Detail Transaction Report (Stand Alone).pdf' and the save location 'Desktop'. The 'Save' button is highlighted in green. A red arrow points to the download button in the browser's toolbar, which is also highlighted in green. A 'Open in Acrobat' button is visible in the bottom right corner of the browser window.

GL DETAIL TRANSACTION REPORT (STAND ALONE)

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.

Print 1 sheet of paper

Destination: Brother HL-3140CW series

Pages: All

Copies: 1

Color: Color

More settings

Print Cancel

GL Detail Transaction Report (Stand Alone)

impcloud.aspgov.com/Finance/cdd/pdfexport.aspx?report=(EF59DA3E-A722-4E1E-8C80-7B33E803A3E8)&storage=imp-app-preprod.impcloud.aspgov.com

Print 1 page

Destination: Save as PDF

Pages: Brother HL-3140CW series, Power PDF, CC1-AD-CPR01 on IC-PS01.co.imperial.ca.us, Save as PDF, See more...

Pages per sheet: Open in Acrobat

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

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.