

GL Self-Balancing Overview

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Purpose of this document

This document illustrates the general overview and usage of self-balancing by Fund, Dimension, and/or Grant in Ceres.

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Table of Contents

PURPOSE	3
SETUP	3
GENERAL LEDGER SETUP	3
FORCE BALANCE BY FUND	5
SOURCE CODES	6
FUNDS	9
DIMENSIONS	10
GRANT CARDS	11
<i>Posting FastTab</i>	12
BANK ACCOUNT CARDS	12
<i>Posting FastTab</i>	13
SELF-BALANCING PROCESSING	14
RELATED TOPICS:	15

Purpose

Non-profits require financial reporting on a fund accounting basis such as producing financial reports by funds and/or dimensions such as departments and programs. Ceres has a self-balancing functionality that may be used to balance elements on a transaction via the auto creation of Due-To and Due-From entries when transactions span these elements. The elements that can be balanced are: Fund, Dimension, and/or Grant. Colloquially, this capability is known as “Fund Accounting” or “Fund Self Balancing.”

Please note that there is both new setup, and reversing older setup that may be required for this capability to function.

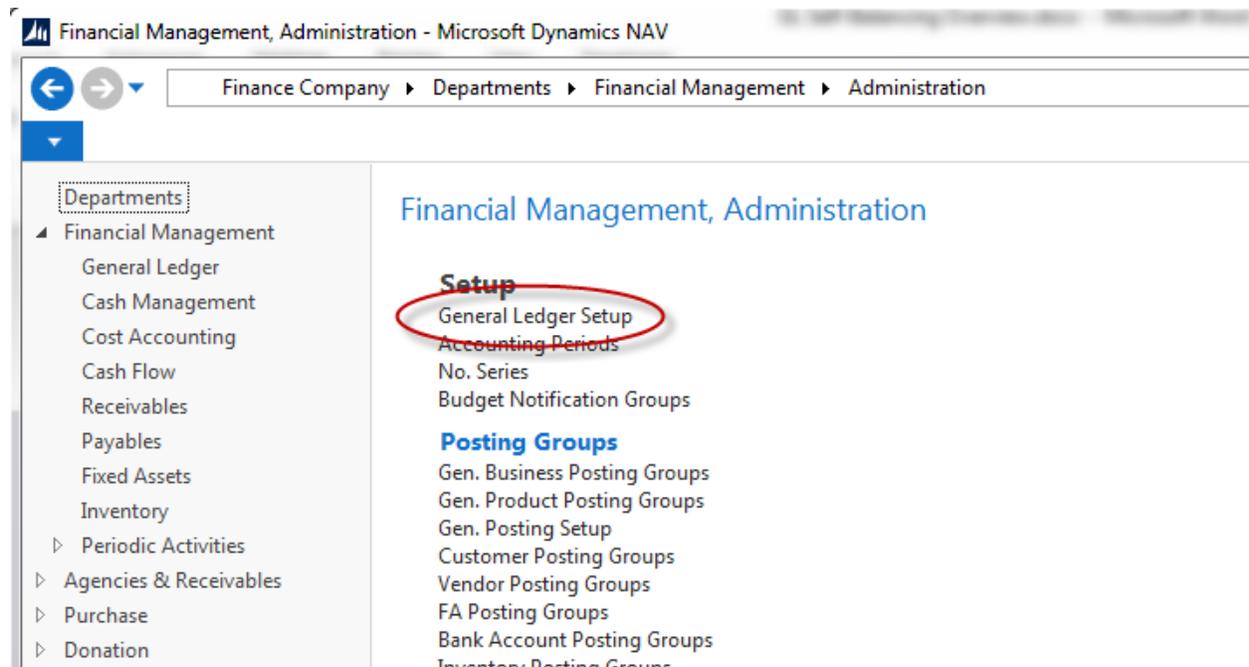
Ceres Object release 4.00.00 is required for the functionality described in this document.

Setup

The usage of Self-Balancing functionality in Ceres requires the creation of a Due-To/Due-From general ledger account, specifying if elements are balanced (Fund, Dimension, and/or Grant), and indicating which transaction sources are not subject to self-balancing.

General Ledger Setup

1. The General Ledger Setup can be accessed from Departments → Financial Management → Administration → Setup → General Ledger Setup



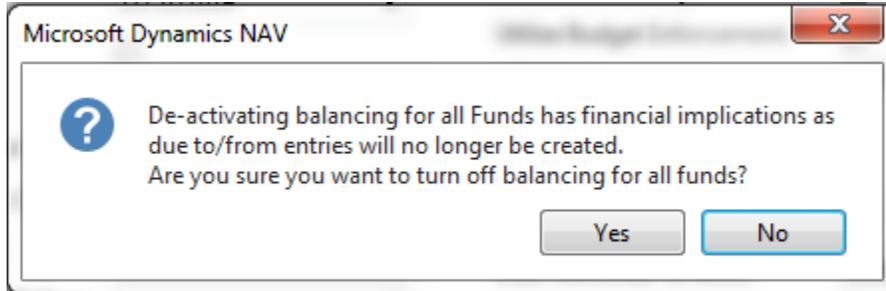
- From the General Ledger Setup page, General FastTab, update the Due From/Due To Acct field with the general ledger account number that will be utilized when a due-from or due-to entry is created by Ceres. If self-balancing by Fund is desired, check the “Self-Balance Fund” checkbox, which will activate self-balancing for all funds.

General Ledger Setup

General

Allow Posting From:	7/1/2010	G/L Acct. Sched. Reminder:	<input checked="" type="checkbox"/>
Allow Posting To:	12/31/2014	Branch Mandatory:	<input type="checkbox"/>
Register Time:	<input type="checkbox"/>	Utilize Budget Enforcement:	<input checked="" type="checkbox"/>
Local Address Format:	City+ZIP Code	LCY Code:	USD
Local Cont. Addr. Format:	After Company Name	Adjust for Tax Payment Disc.:	<input type="checkbox"/>
Inv. Rounding Precision (\$):	0.01	Use Legacy G/L Entry Locking:	<input type="checkbox"/>
Inv. Rounding Type (\$):	Nearest	Whse. Fund No.:	UR
Allow G/L Acc. Deletion Before:		Due From/Due To Acct.:	139000
Check G/L Account Usage:	<input checked="" type="checkbox"/>	Self-Balance Fund:	<input checked="" type="checkbox"/>

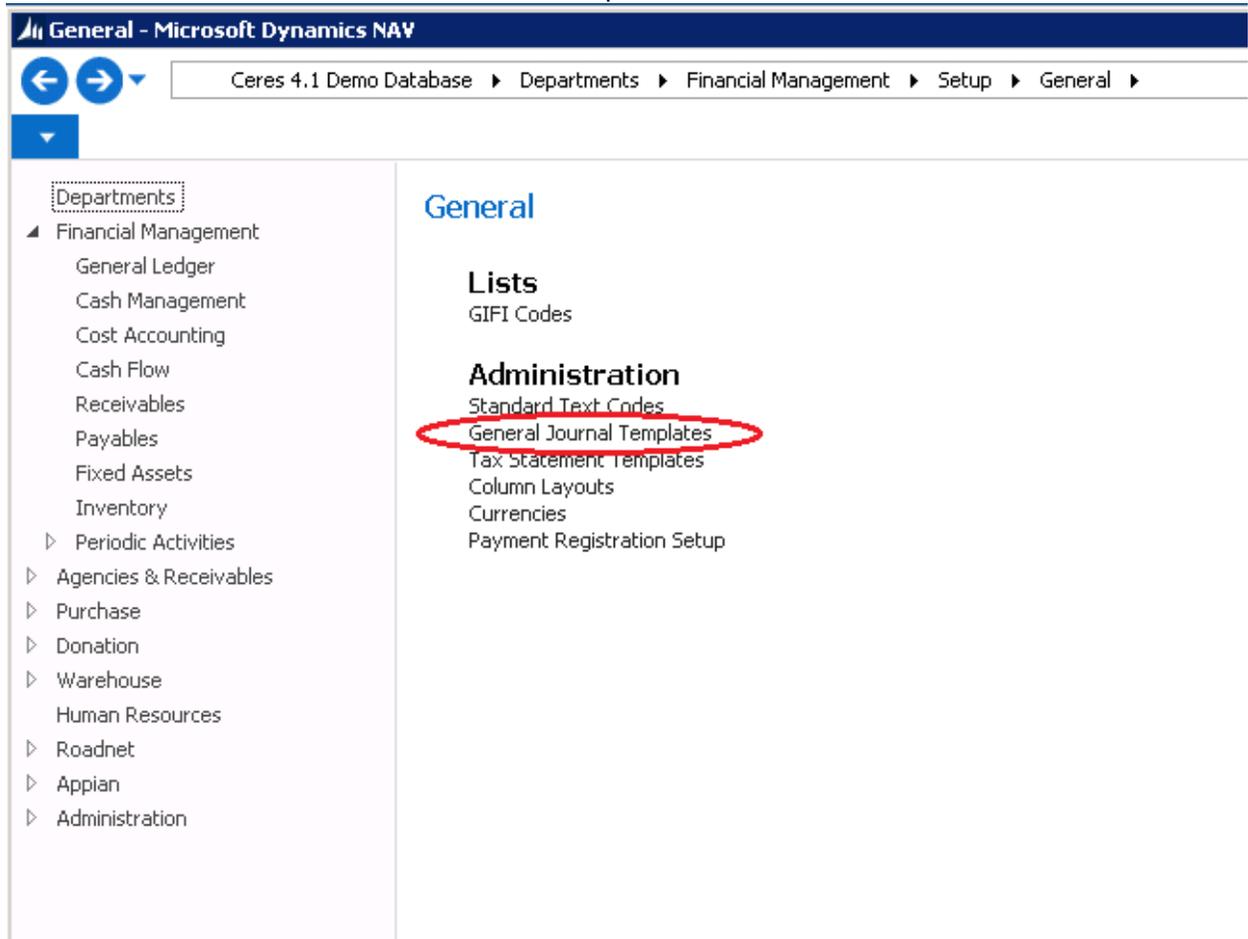
NOTE: Checking or un-checking the “Self-balance Fund” checkbox will generate the following confirmation message as this actions has financial implications.



Force Balance by Fund

In order to use Self Balance by Fund or Dimension, you will need to de-activate the “Force Balance by Fund” flag in any General Journal template where you want the system to create the self balancing entries. If you want to have the some people or tasks forced to have funds balance on ebtry and some creating system balancing entries, you will have to establish new General Journal templates to differentiate: one with Force Balance by Fund turned on and one with it turned off. See the General Journal Overview instructions for more specific instructions. The Force Balance by Fund option is set on the General Journal Templates page, and then the established template rules carry over to the specific General Journals created with the selected template.

1. Journal Templates can be accessed from Departments → Financial Management → Setup → General → Administration → General Journal Templates



2. On every template, make sure the Force Balance by Fund is unchecked where you want system self balancing entries to be created. If you leave Force Balance by Fund checked, the initial General Journal entry with different Funds will not be allowed to post.

Edit - General Journal Templates							
HOME		NAVIGATE					
New	View List	Edit List	Delete	Show as List	Show as Chart	OneNote	Notes
		Manage		View		Show Attached	
Refresh	Clear Filter	Find					
Page							
General Journal Templates ▾							
Name	Description	Type	Source Code	Force Balance by Fund	R..	Bal. Account Type	
AGENCY	Agency Journal	Sales	SALESJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
ASSETS	Fixed Asset G/L Journal	Assets	FAGLJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
CASH RECEI	Cash Receipts journal	Cash Rece...	CASHREC...	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
DEPOSITS	Deposit Document	Deposits	BANKDEP	<input type="checkbox"/>	<input type="checkbox"/>	Bank Acco...	
GENERAL	General journal	General	GENJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
GRANTS	Grants Journal	Grant	GRNTJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
INTERCO...	Intercompany journal	Intercomp...	INTERCOMP	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
PAYMENTS	Payments journal	Payments	PAYMENTJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
PURCHASES	Purchases journal	Purchases	PURCHJNL	<input type="checkbox"/>	<input type="checkbox"/>	G/L Account	
REC-AGEN...	Agency Recurring	Sales	SALESJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-BMKREC	Recurring Bank Rec Entries - Monthly	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-CLUST	Recurring Cluster Entry - Monthly	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-DENTAL	Recurring Dental Ins Allocation	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-DEPR	Recurring Depreciation - Monthly	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-DISAB	Recurring Disability ins & Life-monthly	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-FD	Recurring Fund Dvlpmt Report-mon...	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-GOVT	Recurring Govt Accruals - Monthly	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	
REC-HEALTH	Recurring Health Insurance Allocation	General	GENJNL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G/L Account	

Source Codes

1. Source Code can be accessed from Departments → Financial Management → Administration → Trail Codes

← → ▾ Finance Company ▶ Departments ▶ Financial Management ▶ Administration

▾

- Departments
- ▲ Financial Management
 - General Ledger
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory
 - ▷ Periodic Activities
 - ▷ Agencies & Receivables
 - ▷ Purchase
 - ▷ Donation
 - ▷ Warehouse
 - Human Resources
 - ▷ Roadnet
 - ▷ Appian
 - ▷ Administration
 - Matriks Doc

Financial Management, Administration

Setup

- General Ledger Setup
- Accounting Periods
- No. Series
- Budget Notification Groups

Posting Groups

- Gen. Business Posting Groups
- Gen. Product Posting Groups
- Gen. Posting Setup
- Customer Posting Groups
- Vendor Posting Groups
- FA Posting Groups
- Bank Account Posting Groups
- Inventory Posting Groups
- Inventory Posting Setup

Tax Posting Group

- Tax Business Posting Groups
- Tax Product Posting Groups
- Tax Posting Setup
- Tax Clauses

Tax Rate Change

- Tax Prod. Posting Group Conv.
- Gen. Prod. Posting Group Conv.
- Tax Rate Change Setup

Trail Codes

- Source Codes
- Source Code Setup
- Reason Codes

Dimensions

- Dimensions

2. Once an element (Fund, Dimension, and/or Grant) has been designated as self-balancing, you can designate via Source Codes that a specific transaction source is not subject to self-balancing (i.e. no due-from/due-to entries will be created).

Source Codes ▾

Type to filter (F3) | Code ▾ | → ▾

No filters applied

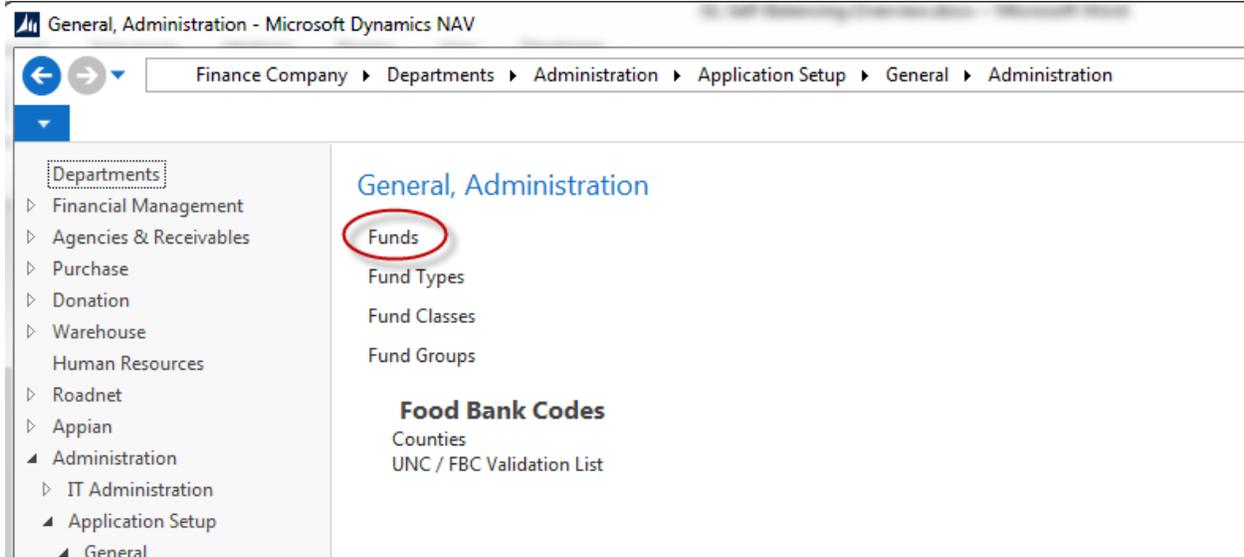
Code	Description	Exclude Trans. from Self-bal.
ADJADDCURR	Adjust Add. Reporting Currency	<input type="checkbox"/>
BANKDEP	Bank Deposit	<input type="checkbox"/>
BANKREC	Trans. Bank Rec. to Gen. Jnl.	<input type="checkbox"/>
BANKRECADJ	Bank Rec. Adjustment	<input type="checkbox"/>
BOMJNL	BOM Journal	<input type="checkbox"/>
CAPACITJNL	Capacity Journal	<input type="checkbox"/>
CASHRECJNL	Cash Receipt Journal	<input type="checkbox"/>
CLSINCOME	Close Income Statement	<input type="checkbox"/>
COMPRBANK	Date Compress Bank Acc. Ledger	<input type="checkbox"/>
COMPRBOM	Date Compress BOM Ledger	<input type="checkbox"/>
COMPRCHE...	Delete Check Ledger Entries	<input type="checkbox"/>
COMPRCUST	Date Compress Customer Ledger	<input type="checkbox"/>
COMPRFA	Date Compress FA Ledger	<input type="checkbox"/>
COMPRGL	Date Compress General Ledger	<input type="checkbox"/>
COMPRINS	Date Compress Insurance Ledger	<input type="checkbox"/>
COMPRJOB	Date Compress Job Ledger	<input type="checkbox"/>
COMPRMAI...	Date Compress Maint. Ledger	<input type="checkbox"/>

OK

NOTE: The default is not to exclude any transactions from self-balancing.

Funds

1. Funds can be accessed from Departments → Administration → Application Setup → General → Administration → Funds



2. The “Self-balance Fund” checkbox is read -only and will be selected for all funds if the “Self-balance Fund” checkbox on General Ledger Setup is checked and un-selected if it is not checked. This controls if Due-from and Due-to entries are created for transactions that cross a Fund .

The screenshot shows the 'Edit - Funds' window. It features a ribbon with 'HOME' and 'NAVIGATE' tabs. The 'NAVIGATE' tab contains icons for New, View List, Edit List, Delete, Show as List, Show as Chart, Notes, Links, Refresh, Clear Filter, and Find. Below the ribbon is a search bar with 'Type to filter (F3)' and a dropdown for 'Code'. The main area displays a table of funds with the following columns: Code, Description, Fund Type, Fund Class, Fund Group, Self-balance Fund, Excl. from Budget Enforcement, and Budget Notification Group. The 'Self-balance Fund' column is highlighted with a red box, and all entries in this column have a checked checkbox.

Code	Description	Fund Type	Fund Class	Fund Group	Self-balance Fund	Excl. from Budget Enforcement	Budget Notification Group
001	General Fund	GENERAL	UNREST	OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
002	Endowment Fund	ENDOWMENT	PERM	OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
003	Temp Restricted Fund	GENERAL	TEMP	OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PR	Permantely Restricted				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TR	Temporarily Restricted				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UR	Unrestricted				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

NOTE: See Fund Overview for additional information on setting up Funds.

Dimensions

1. Dimension can be accessed from Departments → Financial Management → Administration → Setup → Dimensions.

The screenshot displays the Microsoft Dynamics NAV interface. The breadcrumb navigation at the top reads: Finance Company ▶ Departments ▶ Financial Management ▶ Administration. The left-hand navigation pane is expanded to show the 'Administration' folder, which includes 'Matriks Doc' and 'Dimensions'. The main content area, titled 'Financial Management, Administration', lists various setup options under several categories: 'Setup' (General Ledger Setup, Accounting Periods, No. Series, Budget Notification Groups), 'Posting Groups' (Gen. Business Posting Groups, Gen. Product Posting Groups, Gen. Posting Setup, Customer Posting Groups, Vendor Posting Groups, FA Posting Groups, Bank Account Posting Groups, Inventory Posting Groups, Inventory Posting Setup), 'Tax Posting Group' (Tax Business Posting Groups, Tax Product Posting Groups, Tax Posting Setup, Tax Clauses), 'Tax Rate Change' (Tax Prod. Posting Group Conv., Gen. Prod. Posting Group Conv., Tax Rate Change Setup), 'Trail Codes' (Source Codes, Source Code Setup, Reason Codes), and 'Dimensions' (Dimensions, Dimension Combinations, Default Dimension Priorities, Analysis Views). The 'Dimensions' option is circled in red.

2. Select the “Self-balance Dimension ”checkbox to control if Due-from and Due-to entries are created for transactions that cross a dimension value for that Dimension.

Dimensions ▾ Type to filter (F3) | Code

Code	Name	Code Caption	Filter Caption	Blocked	Self-balance Dimension
DEPARTMENT	Department	Department Code	Department Filter	<input type="checkbox"/>	<input type="checkbox"/>
GL BRANCH	GL Branch	GL Branch	GL Branch	<input type="checkbox"/>	<input type="checkbox"/>
GRANT	Grant	Grant Code	Grant Filter	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT	Project	Project Code	Project Filter	<input type="checkbox"/>	<input type="checkbox"/>
SD5	SD5	SD5 Code	SD5 Filter	<input type="checkbox"/>	<input type="checkbox"/>
SD6	SD6	SD6 Code	SD6 Filter	<input type="checkbox"/>	<input type="checkbox"/>
SD7	SD7	SD7 Code	SD7 Filter	<input type="checkbox"/>	<input type="checkbox"/>
SD8	SD8	SD8 Code	SD8 Filter	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: See GL Dimensions and Dimension Values for additional information on setting up Dimensions.

Grant Cards

1. Grants are created/managed from Departments → Financial Management → Cash Management → Lists → Grants

Cash Management - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ Cash Management ▶

- Departments
- ▲ Financial Management
 - General Ledger
 - Cash Management**
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory
 - ▶ Periodic Activities
 - ▶ Agencies & Receivables
 - ▶ Purchase
 - ▶ Donation

Cash Management

Lists

- Bank Accounts
- Deposits
- Bank Account Reconciliations
- Grants**

Tasks

- Cash Receipt Journals
- Payment Journals
- Receivables-Payables
- Grant Journal
- Payment Registration
- Sales Tax Journal

Posting FastTab

1. Select a Grant from the list and either double click the Grant No. or select Home → Manage → Edit. On the Grant Card, Posting Tab, select the “Self-balance Grant ”checkbox to control if Due-from and Due-to entries are created for transactions that cross a Grant.

2500 · HN County Grant FY10: Apr/May

General		▼	
Communication		▼	
Posting		^	
Department Code:	<input type="text"/>	Grant Dimension Code Value:	2500
Project Code:	<input type="text"/>	Grant Posting Group:	UNRESTRICT
Fund No.:	UR	Gen. Bus. Posting Group:	GENERAL
Fund Value Posting:	Same Code	Self-balance Grant:	<input type="checkbox"/>
Budget Name:	BUDFY13	Closed:	<input type="checkbox"/>

NOTE: See Grants Overview for more information on setting up Grants.

Bank Account Cards

1. Bank Accounts are created/managed from Departments → Financial Management → Cash Management → Lists

Cash Management - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ Cash Management ▶

Departments

- Financial Management
 - General Ledger
 - Cash Management**
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory
 - Periodic Activities
 - Agencies & Receivables
 - Purchase
 - Donation

Cash Management

Lists

- Bank Accounts
- Deposits
- Bank Account Reconciliations
- Grants

Tasks

- Cash Receipt Journals
- Payment Journals
- Receivables-Payables
- Grant Journal
- Payment Registration
- Sales Tax Journal

Bank Accounts ▾

Type to filter (F3) | No. ▾ → ▾

No filters applied

No.	Name	Address	Address 2	City	State
1000	US Bank Operating	123 Main Street			
1030	US Bank Payroll				

Posting FastTab

1. Select the "Utilize for Self-balancing Inf" checkbox to utilize the Fund and/or Dimensions attached to a Bank Account to control if Due-from and Due-to entries are created for this Bank Account.

1000 · US Bank Operating

General	1000	US Bank Operating	153601122333	-167,253.39	▼
Communication					▼
Posting					▲
Last Check No.:	59918	Check Date Format:			▼
Last Remittance Advice No.:	RA000033	Check Date Separator:			▼
Last Statement No.:	1207	Bank Acc. Posting Group:	1000		▼
Balance Last Statement:	4,642,926.07	Fund No.:	002		▼
Bank Communication:	E English	Utilize for Self-balancing Inf:	<input checked="" type="checkbox"/>		
Transfer			153601122333	24-22	▼

Self-Balancing Processing

Self-Balancing applies to Funds, Dimensions, and/or Grants. When a transactions is posted to the General Ledger that crosses two self-balancing elements, Ceres automatically creates the necessary Due-From and Due-To entries.

The following is a General Journal Entry where Funds are self-balanced is set:

Line No.	Parent Account No.	Posting Date	Document Type	Document No.	Account No.	Account Name	Fund No.	Department Code	Amount	Ba Ty
10000		8/26/2014		GJ-08307	571500	Rental: Trailer	001	1000	50.00	G/I
20000		8/26/2014		GJ-08307	572500	Freight	002	1000	-50.00	G/I

The following entries are created when the journal entry is posted. You can see in the highlighted rows that the Due To/From entries were automatically created to balance the journal by the Fund No.

General Ledger Entries ▾

Type to filter (F3) | Posting Date

Filter: 44

Posting Date	Document Type	Document No.	G/L Account No.	Description	Fund No.	Departme... Code	Amount	Bal. Account Type
8/26/2014		GJ-08307	571500		001	1000	50.00	G/L Account
8/26/2014		GJ-08307	572500		002	1000	-50.00	G/L Account
8/26/2014		GJ-08307	139000		001	1000	-50.00	G/L Account
8/26/2014		GJ-08307	139000		002	1000	50.00	G/L Account

Related Topics:

1. Fund Overview
2. GL Dimensions and Dimension Values
3. Grants Overview
4. Account Schedules
5. General Journal Overview