



G/L Self Balancing Overview

Purpose of this document

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. 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 5.00.00 is required for the functionality described in this document.

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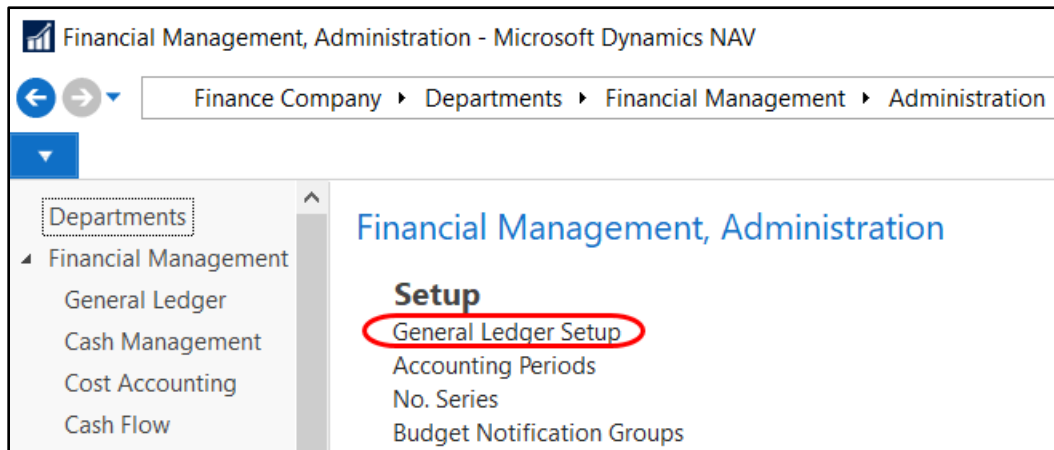
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Setup

Usage of the 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



2. From the General Ledger Setup Page, General FastTab:
 - a. If Funds are utilized enter the Fund that should be used for Warehouse/Inventory transactions in the Whse. Fund No. field as Ceres uses a single fund for all Warehouse/Inventory transactions.
 - b. Update the Due From/Due To Acct field with the Account number that will be utilized when a due-from or due-to entry is created by Ceres.
 - c. 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:	1/1/2010	Local Currency Symbol:	
Allow Posting To:	12/31/2022	Local Currency Description:	
Register Time:	<input type="checkbox"/>	Adjust for Tax Payment Disc.:	<input type="checkbox"/>
Local Address Format:	City+State+ZIP Code	Bank Account Nos.:	CM-BANK
Local Cont. Addr. Format:	After Company Name	Bank Rec. Adj. Doc. Nos.:	CM-BNKREC
Inv. Rounding Precision (\$):	0.01	Deposit Nos.:	CM-DEP
Inv. Rounding Type (\$):	Nearest	Use Legacy G/L Entry Locking:	<input type="checkbox"/>
Allow G/L Acc. Deletion Before:		Whse. Fund No.:	001
Check G/L Account Usage:	<input checked="" type="checkbox"/>	Due From/Due To Acct.:	139000
G/L Acct. Sched. Reminder:	<input checked="" type="checkbox"/>	Self-Balance Fund:	<input checked="" type="checkbox"/>
Branch Mandatory:	<input type="checkbox"/>	Bank Recon. with Auto. Match:	<input type="checkbox"/>
Utilize Budget Enforcement:	<input checked="" type="checkbox"/>	Show Amounts:	All Amounts
LCY Code:	USD		

- Checking or unchecking the Self-balance Fund checkbox, will generate the following confirmation message as this actions has financial implications.

Microsoft Dynamics NAV

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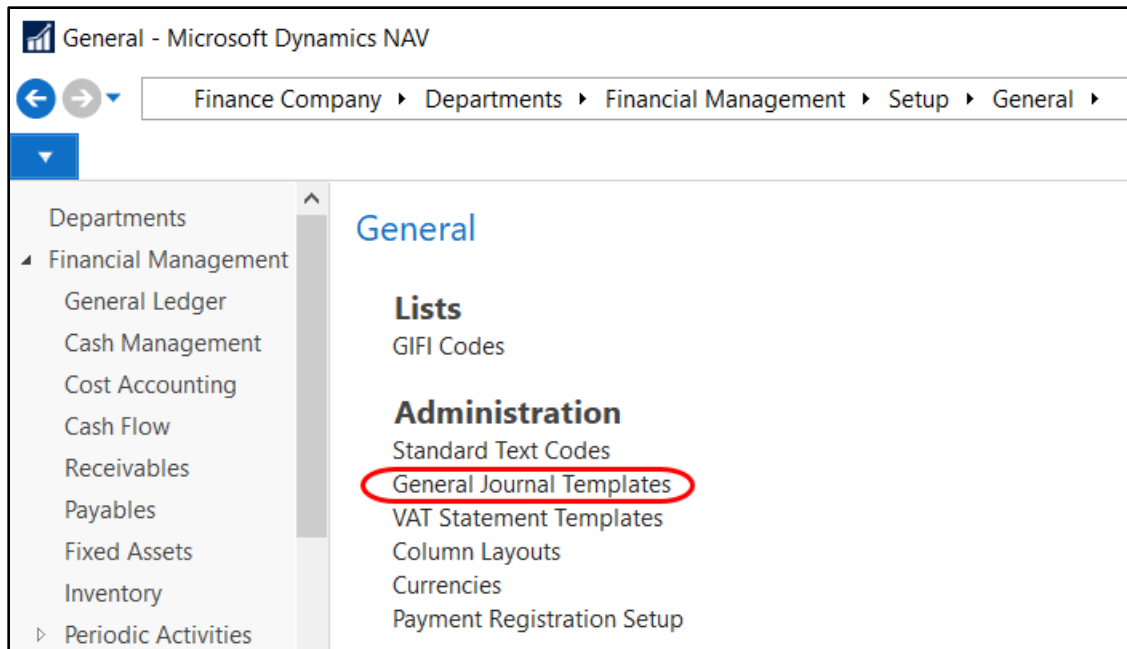
Activating balancing for all Funds has financial implications as due to/from entries will be created.
Are you sure you want to turn on balancing for all funds.

Yes No

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 some people or tasks forced to have funds balance on entry 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.

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



- 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

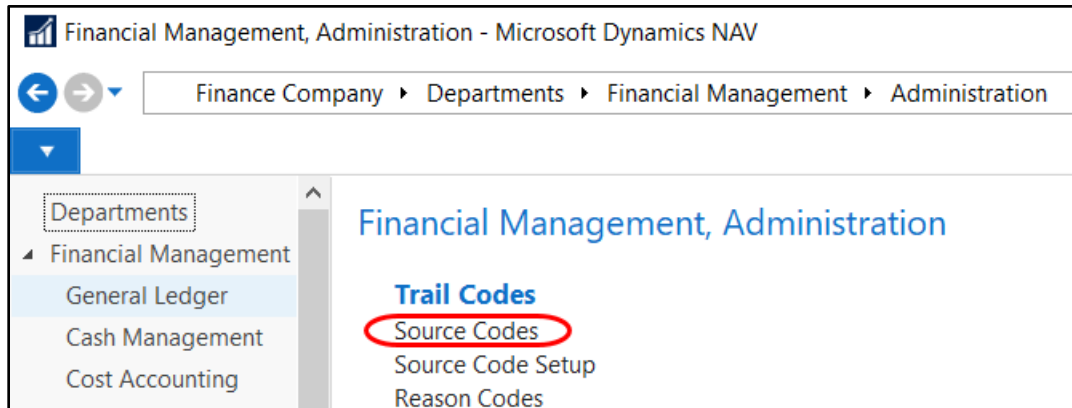
New View List Edit List Delete Show as List Show as Chart Notes Links Refresh Clear Filter Find

General Journal Templates

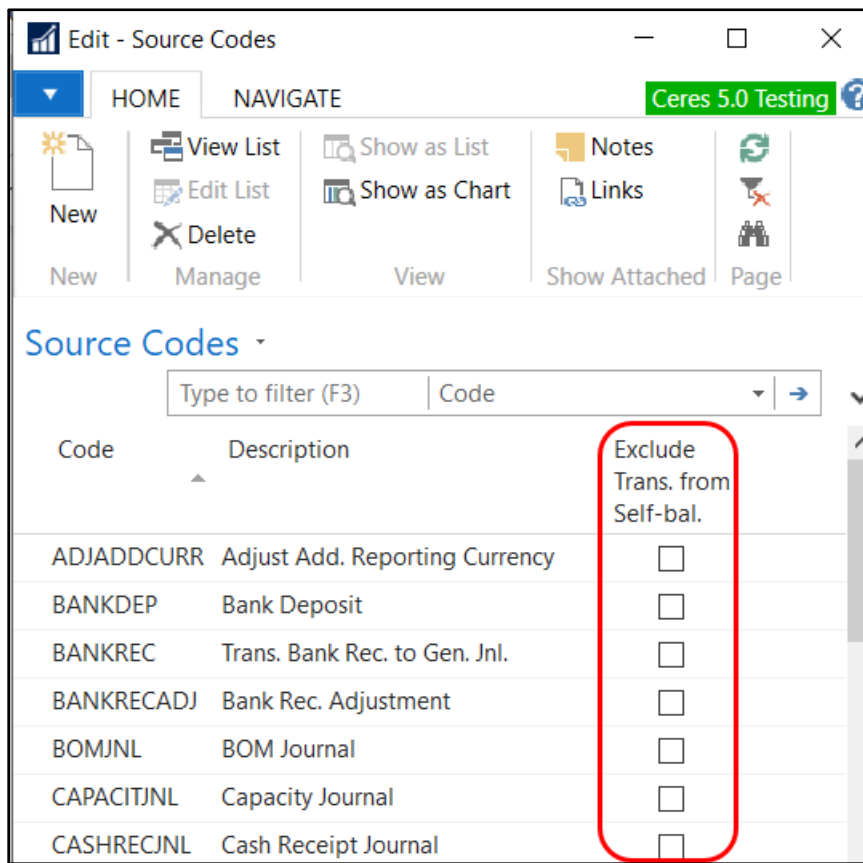
Name	Description	Type	Recurring	Force Balance by Fund
AGENCY	Agency Journal	Distribution	<input type="checkbox"/>	<input type="checkbox"/>
ASSETS	Fixed Asset G/L Journal	Assets	<input type="checkbox"/>	<input type="checkbox"/>
CASH RECEI	Cash Receipts Journal	Cash Receipts	<input type="checkbox"/>	<input type="checkbox"/>
DEPOSITS	Deposit Document	Deposits	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL	General Journal	General	<input type="checkbox"/>	<input type="checkbox"/>
GRANTS	Grants Journal	Grant	<input type="checkbox"/>	<input type="checkbox"/>
JNL-IMPORT	General Journal Import	General	<input type="checkbox"/>	<input type="checkbox"/>

Source Codes

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



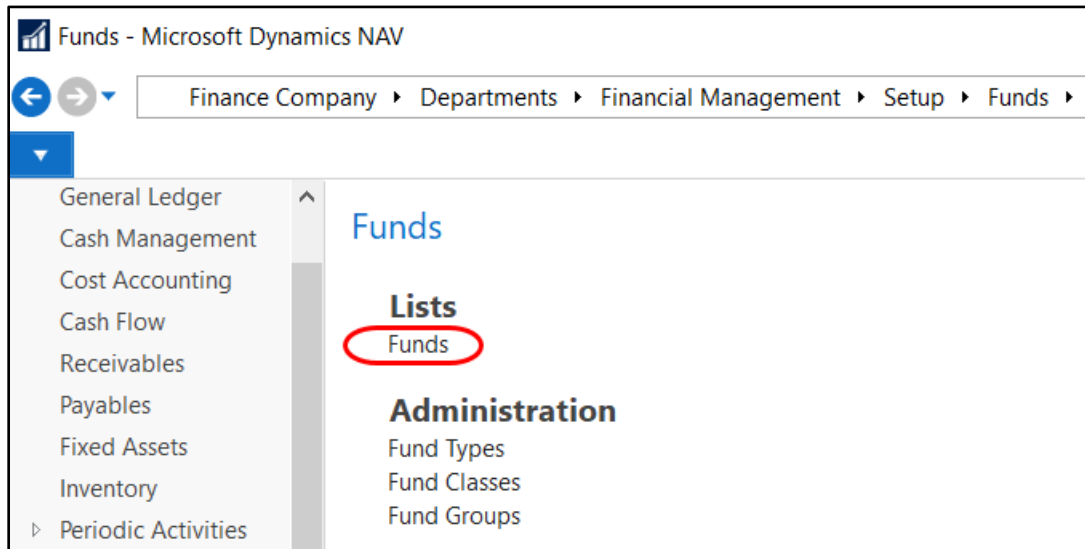
2. Once an element (Fund, Dimension, and/or Grant) has been designated as self-balancing, you can designate via Source Codes that a specific transaction source is not subject to self-balancing (i.e. no due-from/due-to entries will be created).



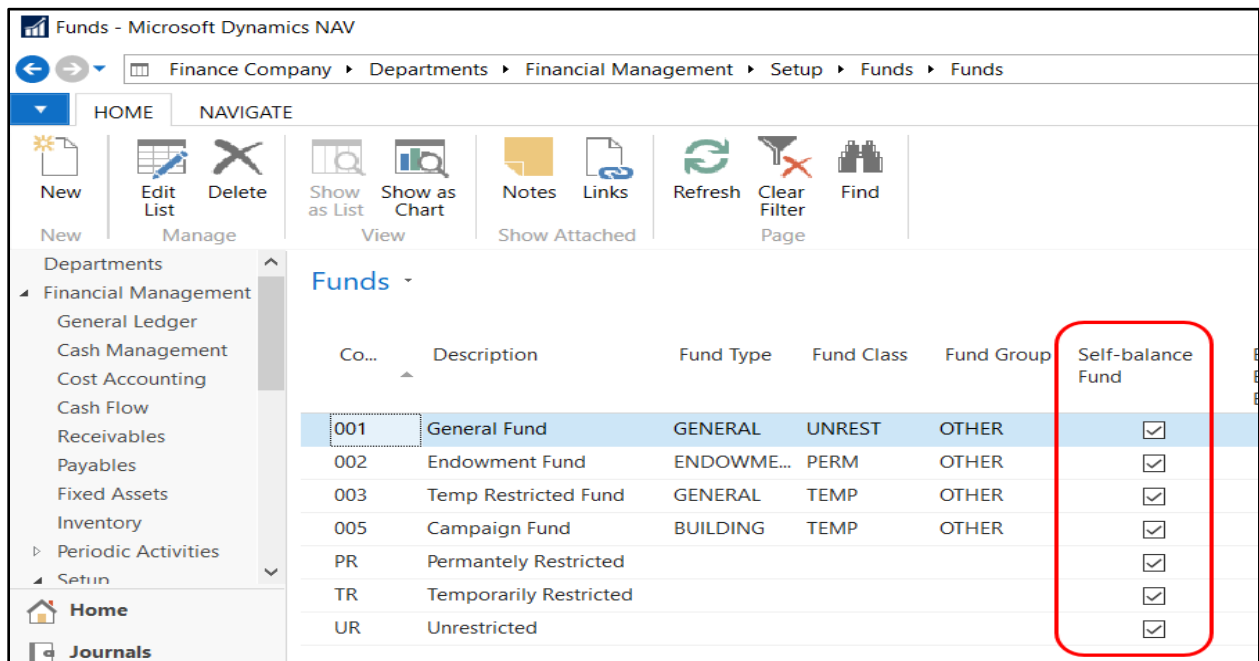
Note: The default is not to exclude any transactions from self-balancing.

Funds

1. Funds can be accessed from Departments → Administration → Setup → Funds → List → Funds.

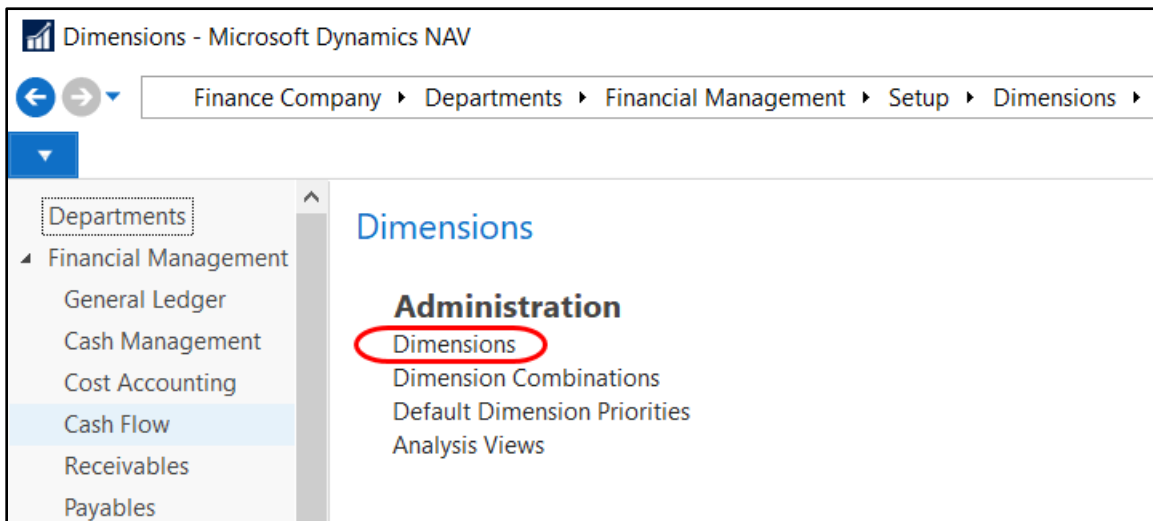


2. The Self-balance Fund checkbox is read-only and will be selected for all funds if the Self-balance Fund checkbox on General Ledger Setup is checked and un-selected if it is not checked. This controls if due-from and due-to entries are created for transactions that cross a Fund. Refer to the Fund Overview Procedure Document for additional information on how to setup Funds.

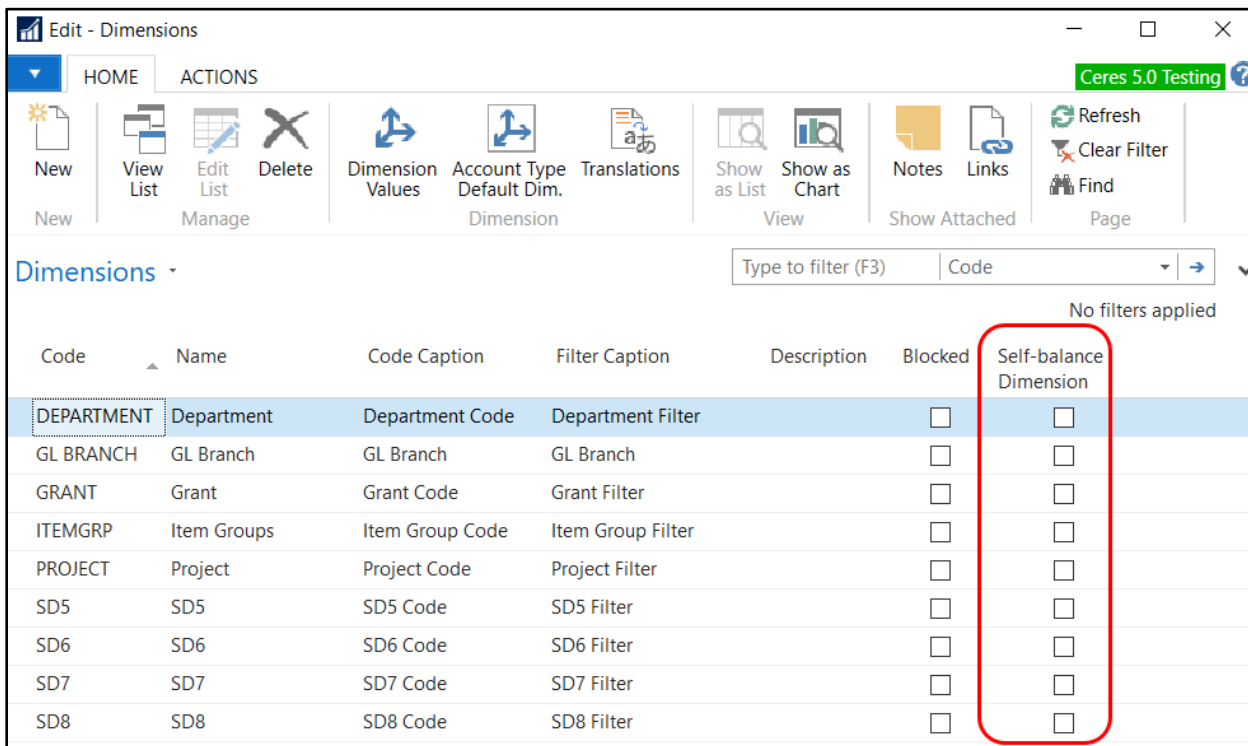


Dimensions

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

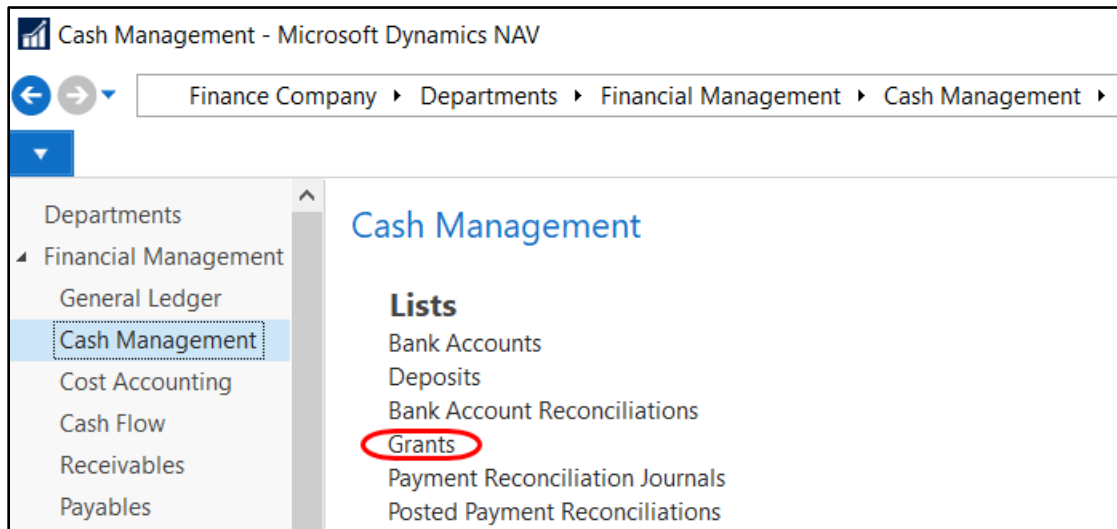


2. Select the Self-balance Dimension checkbox to control if due-from and due-to entries are created for transactions that cross a dimension value for that Dimension. Refer to the GL Dimensions and Dimension Value Procedure Document for additional information on how to setup Dimensions.



Grants

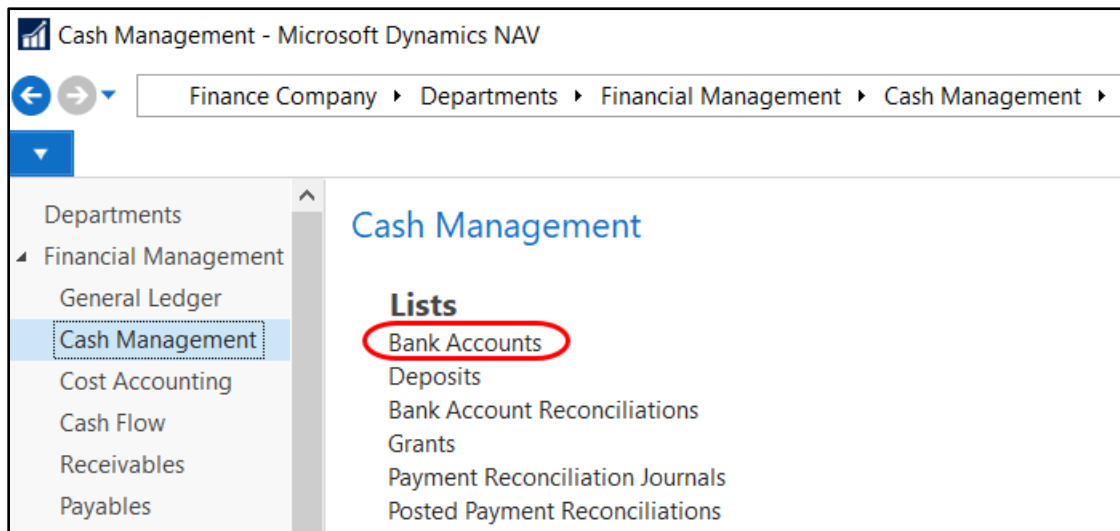
1. Grants are created/managed from Departments → Financial Management → Cash Management → Lists → Grants. Refer to the Grant Overview Procedure Document for more information on how to setup Grants.



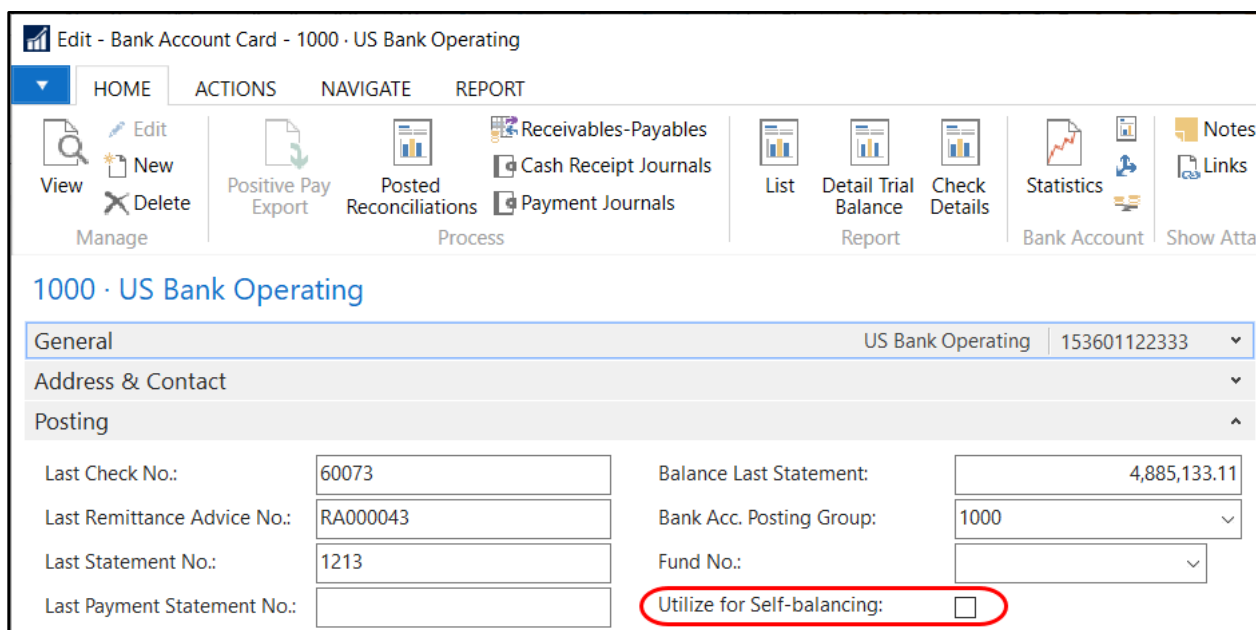
2. Select a Grant from the list by clicking on the Home Tab of the Ribbon and then selecting Edit. On the Posting FastTab of the Grant Card, select the Self-balance Grant checkbox to control if due-from and due-to entries are created for transactions that cross a Grant.

Bank Accounts

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



2. Select a Bank Account from the list by clicking on the Home Tab of the Ribbon and then selecting Edit. On the Posting FastTab of the Bank Account Card, select the Utilize for Self-balancing Inf field 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. Refer to the Bank Account Procedure Document for more information on how to setup a Bank Account.



Self-Balancing Processing

1. 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:

Edit - General Journal - DEFAULT-Default Journal

HOME

ACTIONS

NAVIGATE

Delete

Post

Preview Posting

Post and Print

Get Standard Journals...

Save as Standard Journal...

Dimensions

Reconcile

Apply Entries...

Refresh

Find

Manage

Process

Bank

Application

Page

Batch Name:

DEFAULT

Posting Date	Document No.	Account No.	Account Name	Description	Fund No.	Department Code	Debit Amount	Credit Amount	Amount
3/30/2020	GJ-08402	511500	Eqpt Rental	Fund Transfer	UR	4000	550.00		550.00
3/30/2020	GJ-08402	511500	Eqpt Rental	Fund Transfer	TR	4000		550.00	-550.00

2. 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.

View - General Ledger Entries - 511500 Eqpt Rental

▼

HOME

ACTIONS

NAVIGATE

Navigate

Process

Show as List

Show as Chart

View

Notes

Links

Show Attached

Refresh

Clear Filter

Find

Page

General Ledger Entries

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Posting Date	Document Type	Document No.	G/L Account No.	G/L Account Name	Description	Fund No.	Department Code	Amount
3/30/2020		GJ-08402	511500	Eqpt Rental	Fund Transfer	TR	4000	-550.00
3/30/2020		GJ-08402	511500	Eqpt Rental	Fund Transfer	UR	4000	550.00
3/30/2020		GJ-08402	139000	Due From	Fund Transfer	TR	4000	550.00
3/30/2020		GJ-08402	139000	Due From	Fund Transfer	UR	4000	-550.00

Related Topics:

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