

GL Dimensions and Dimension Values

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Purpose of this document

This document explains how to setup Dimensions.

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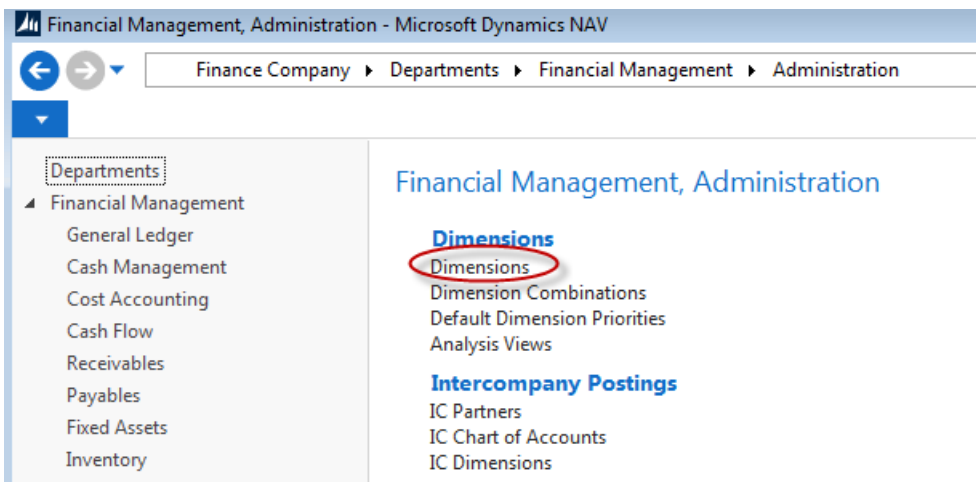
Purpose

This document covers how to setup Dimensions and Dimension Values. Dimensions and Dimension Values are used to include additional detail in an entry and will flow all the way to the general ledger entry. These field can then be reported on in financial reporting. Each Dimension can have an unlimited number of Dimension Values that are sub-units of that Dimension. For example: a Dimension called Department can have values of Administration, Agency Services, Operations, etc.

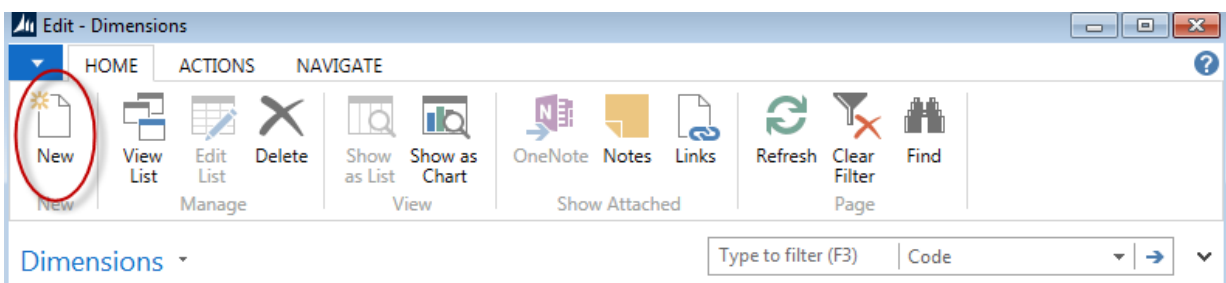
Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Setting Up Dimensions and Dimension Values

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



2. Select Home → New to create a new Dimension.



3. Update the fields as necessary

No filters applied

Code	Name	Description	Code Caption	Filter Caption	Blocked	Self-balance Dimension
PARTMENT	Department		Department Code	Department Filter	<input type="checkbox"/>	<input checked="" 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"/>

Code: This is the main identifier for the Dimension, which can be entered as any combination of text and numbers

Name: Enter a name for the Dimension

Description: Alternative field that you can use to describe the Dimension.

Code Caption: Ceres fills this field by copying the Dimension Code you enter in the Code field. However, you can enter your own caption for the Dimension. The caption is how this Dimension is presented to the user throughout Ceres. For example it will show Department instead of Global Dimension 1.

Filter Caption: Ceres fills this field by copying the Dimension Code you enter in the Code field. However, you can enter your own caption for the Dimension filter. The caption is how this Dimension is presented to the user throughout Ceres. For example it will show Department Filter instead of Global Dimension 1 Filter.

Blocked: Place a checkmark in this field to block the usage of this Dimension.

Self-balance Dimension: Indicates if the Dimensions is self-balancing. See “Self-Balancing Overview” for details on how this field is utilized. *Refer to the GL Dimension Self-Balancing Overview Procedure Document for more information.*

- Once the Dimension Code is defined you can setup Values. Select which Dimension you would like to setup values for and then click on Navigate → Dimension Values.

Edit - Dimension Values - DEPARTMENT - Department

HOME ACTIONS

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

Dimension Values ▾ Type to filter (F3) Code ▾ Filter: DEPARTMENT

Code	Name	Dimension Value Type	Totaling	Bloc...	Excl. from Budget Enforceme...	Budget Notification Group
000	Non Department	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
100	Added for Ceres4 Conversion	Standard		<input type="checkbox"/>	<input type="checkbox"/>	
1000	Administration	Standard		<input type="checkbox"/>	<input type="checkbox"/>	
1008	Admin KDC	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1500	Human Resources	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2000	Executive (CEO)	Standard		<input type="checkbox"/>	<input type="checkbox"/>	

5. Complete the fields as necessary:

Dimension Values ▾

Sorting: Dimension Code, Code ▾ A Z

Code	Name	Dimension Value Type	Totaling	Blocked
000	Non Department	Standard		<input type="checkbox"/>
1000	Administration	Standard		<input type="checkbox"/>
1008	Admin KDC	Standard		<input checked="" type="checkbox"/>
1500	Human Resources	Standard		<input type="checkbox"/>
2000	Executive (CEO)	Standard		<input type="checkbox"/>
3000	Information Systems	Standard		<input type="checkbox"/>

Code: Unique identifier for the Dimension Value being created.

Name: Enter a name for the Dimension Value.

Dimension Value Type: Identifies the purpose of the Dimension Value. The options are:

Standard - Used for standard posting of Dimension Values

Heading: - A heading for a group of Dimension Values.

Total - Total is used when you want Ceres to total a series of balances on Dimension Values that do not immediately precede the Total Dimension Value. You can use Total when Dimension Values from several Dimension Value groups should be totaled. If you use the Dimension Value Type Total, the Totaling field must not be left blank.

Begin Total - A marker for the beginning of a series of Dimension Values to be totaled ends with an End-Total Dimension Value Type. The Begin-Total dimension value type can also be posted to in the same way as the dimension value type Standard.

End Total - A total of a series of Dimension Values that starts with the Dimension Value type Begin-Total. The total is defined in the Totaling field.

Totaling - Enter a Dimension Value interval or a list of Dimension Values. Ceres will total the entries for the Dimension Values displayed in the field to give a total balance. The field is completed in different ways, depending on the Dimension Value Type you selected in the Dimension Value Type field:

- i. If the dimension value type is Standard, Begin-Total or Heading, the Totaling field must be blank.
- ii. If the dimension value type is End-Total, the program will automatically fill in the Totaling field when you click Actions, point to Functions, and then click Indent Dimension Values. The dimension values that are totaled are the ones that lie between each pair of Begin-Total and End-Total dimension values.
- iii. If the dimension value type is Total, you must fill in the Totaling field yourself to indicate which dimension values will be totaled.

Blocked – Place a checkmark in this field to block the Dimension Value so that entries with this Value attached cannot be posted.

Excl. from Budget Enforcement: Place a checkmark in this field if you wish to exclude Budget Enforcement from being applied to any transaction posted to this Dimension. *Refer to the Budget Enforcement Overview Procedure Document for more information.*

Budget Notification Group: If a Dimension is not “Excl. from Budget Enforcement”, you can specify a Budget Notification Group if you would like warning or failure budget notifications to be sent to a Budget Notification Group other than or in addition to the default Budget Notification Group specified on the G/L Budget. *Refer to the Budget Enforcement Overview Procedure Document for more information.*

Related Topics:

1. Account Schedules
2. Analysis Views
3. Budget Enforcement Overview
4. Chart of Accounts Overview
5. Fund Overview
6. GL Dimension Combinations
7. GL Dimension Self-Balancing Overview
8. Grants Overview