

## 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

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|  |           |
|--|-----------|
| <b>PURPOSE.....</b>                    | <b>3</b>  |
| <b>SETUP .....</b>                     | <b>3</b>  |
| 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        |
| <b>SELF-BALANCING PROCESSING .....</b> | <b>14</b> |
| <b>RELATED TOPICS:.....</b>            | <b>15</b> |

## 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.

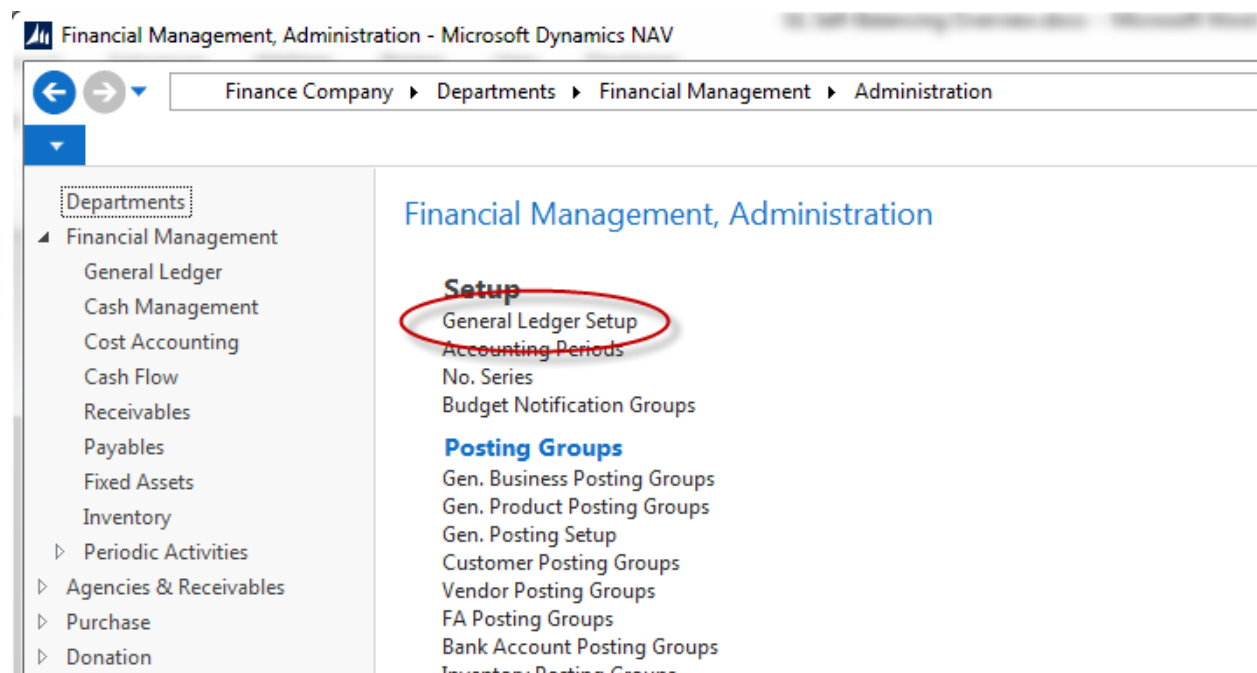
*Ceres Object release 4.00.00 is required for the functionality described in this document.*

## 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



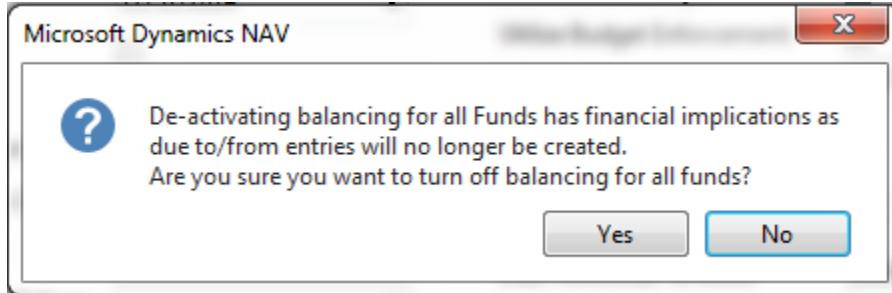
2. From the General Ledger Setup page, General FastTab, update the Due From/Due To Acct field with the general ledger account number that will be utilized when a due-from or due-to entry is created by Ceres. If self-balancing by Fund is desired, check the “Self-Balance Fund” checkbox, which will activate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

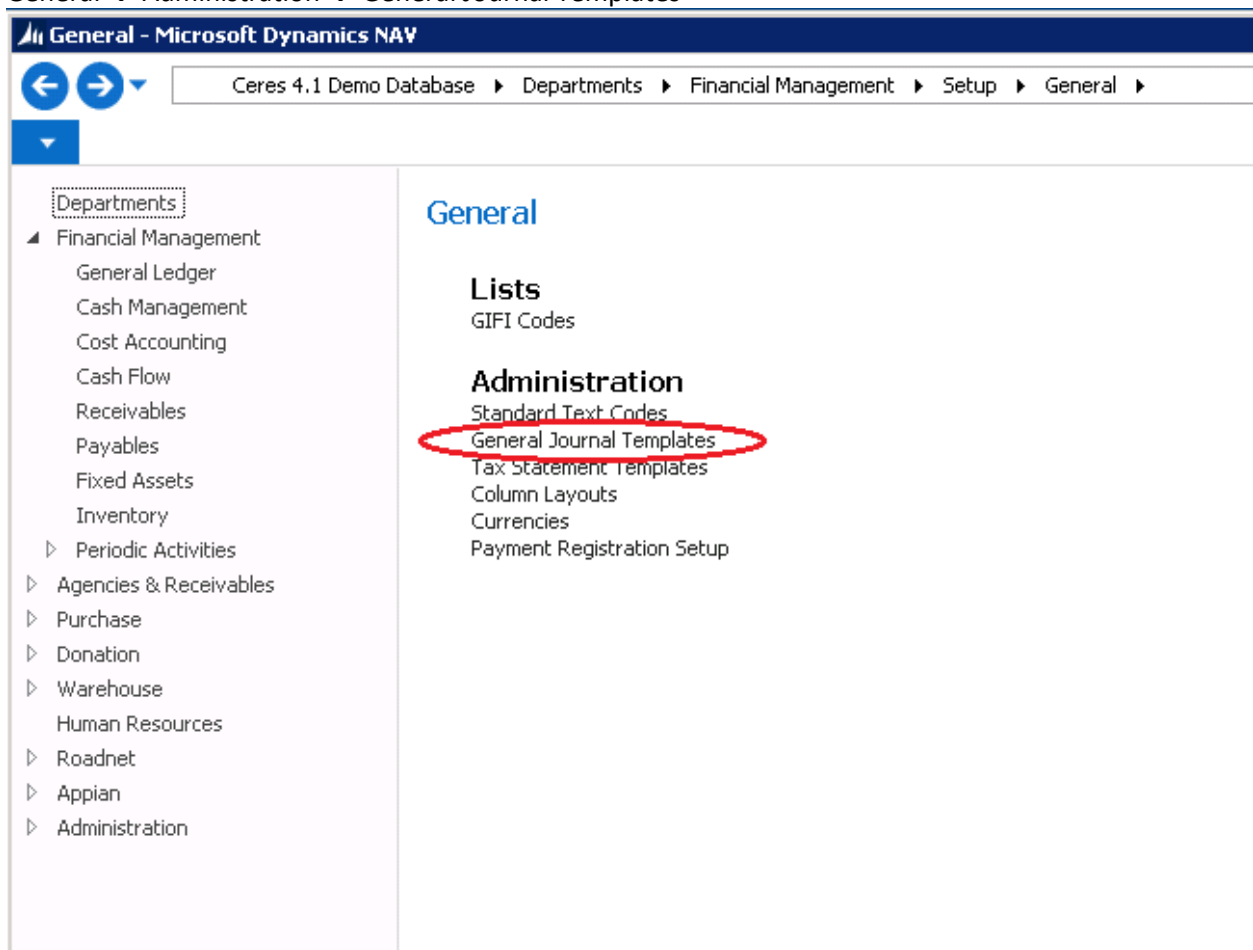
**NOTE:** Checking or un-checking the “Self-balance Fund” checkbox will generate the following confirmation message as this actions has financial implications.



## 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




Links



Refresh



Clear Filter



Find

New

Manage

View

Show Attached

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-BNKREC  | 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

Financial Management, Administration - Microsoft Dynamics NAV

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

- 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.<br>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 Ledge        | <input type="checkbox"/>         |
| COMPRMAI... | Date Compress Maint. Ledger    | <input type="checkbox"/>         |

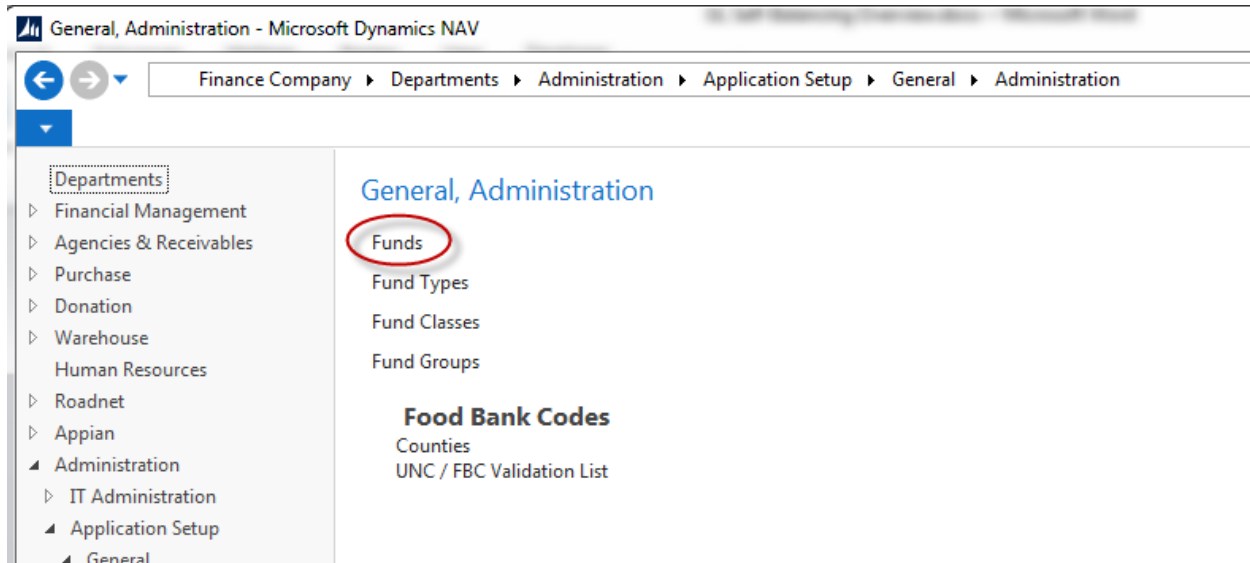
OK

**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 in Microsoft Dynamics NAV. The window has a ribbon with 'HOME' and 'NAVIGATE' tabs. The 'Funds' dropdown is selected. A table lists various funds. The 'Self-balance Fund' column is highlighted with a red box, showing that all listed funds have this checkbox checked. Other columns include 'Code', 'Description', 'Fund Type', 'Fund Class', 'Fund Group', 'Excl. from Budget Enforcement', and 'Budget Notification Group'.

| 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   | Permantly 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 title bar reads "Financial Management, Administration - Microsoft Dynamics NAV". The breadcrumb navigation path is "Finance Company > Departments > Financial Management > Administration". The left-hand navigation pane shows a tree structure with "Departments" expanded, and "Financial Management" selected. Under "Financial Management", the following items are listed: 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, and Matriks Doc. The right-hand pane is titled "Financial Management, Administration" and contains several sections: "Setup" (with "General Ledger Setup" highlighted), "Posting Groups", "Tax Posting Group", "Tax Rate Change", "Trail Codes", and "Dimensions" (which is circled in red). The "Dimensions" section lists "Dimensions", "Dimension Combinations", "Default Dimension Priorities", and "Analysis Views". At the bottom left of the interface is a "Home" button with a house icon.

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:

Edit - General Journal - DEFAULT11-Default Journal 2

HOME

ACTIONS

NAVIGATE

Delete

Post

Post and Print

Get Standard Journals...

Save as Standard Journal...

Dimensions

Reconcile

Apply Automatically

Map Text to Account

Apply Manually...

Refresh

Find

Manage

Process

Category 4

Category 5

Page

Batch Name:

DEFAULT11

| 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