



GL Dimension and Dimension Values

Purpose of this document

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.

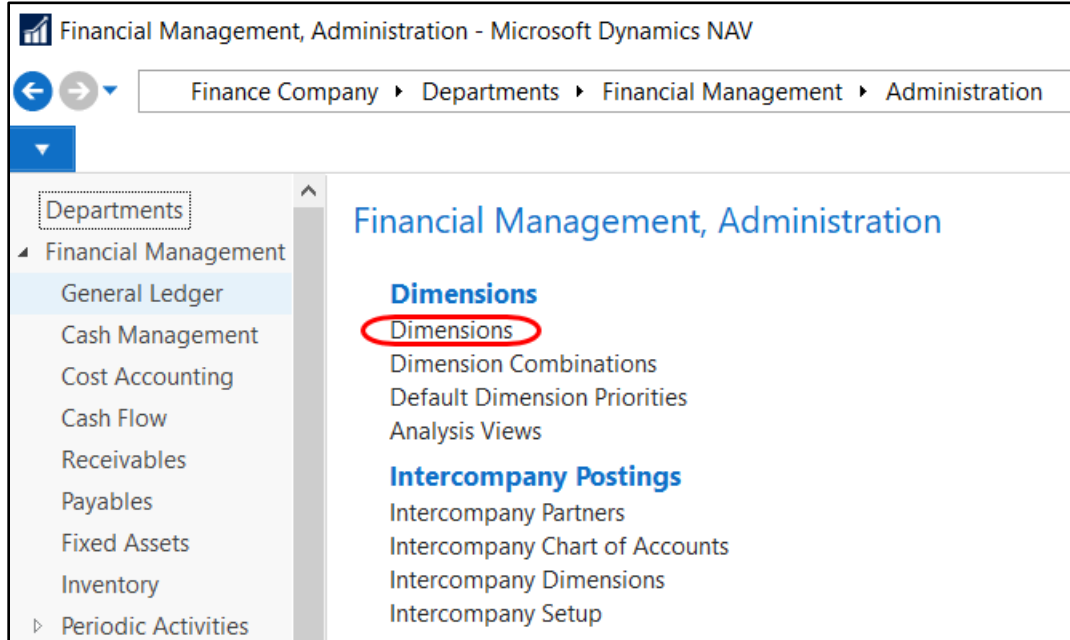
Ceres Object release 5.00.00 is required for the functionality described in this document.

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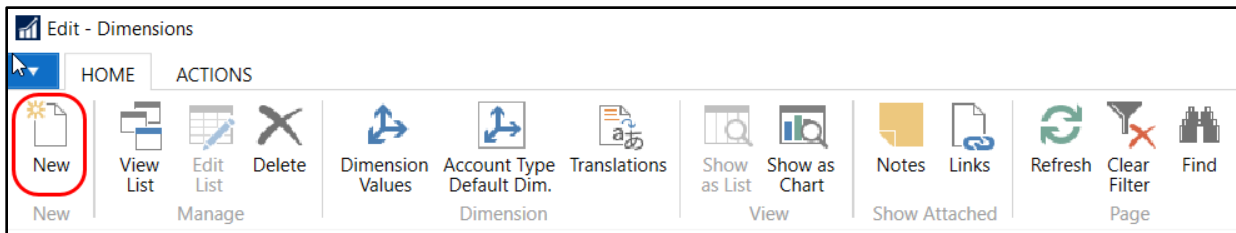
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Setting Up Dimensions and Dimension Values

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



2. Select New from the Home Tab of the Ribbon to create a new Dimension.



3. Update the fields as necessary

Dimensions						
Code	Name	Code Caption	Filter Caption	Description	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"/>

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.

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.

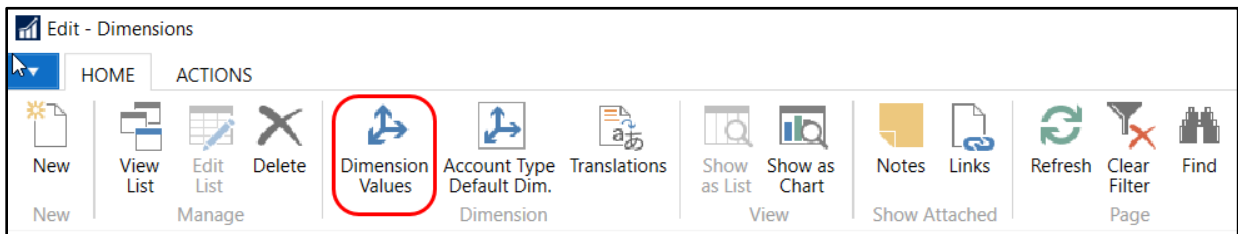
Filter Caption: Ceres fills this field by copying the Dimension Code you enter in the Code field. However, you can enter your own caption for the Dimension filter. The caption is how this Dimension is presented to the user throughout Ceres. For example, it will show Department Filter instead of Global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

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

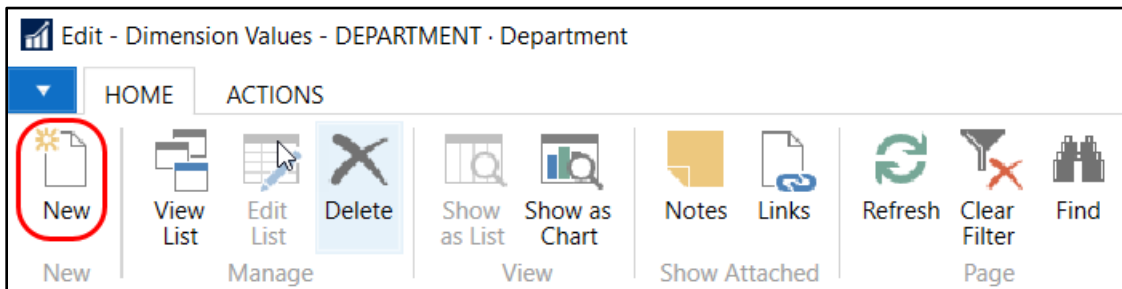
Blocked: Place a checkmark in this field to block the usage of this Dimension.

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 Dimension Values. Select which Dimension you would like to setup values for and then click on Home → Dimension Values.



- Select Home → New to create a new Dimension Value.



6. Update the fields as necessary:

Dimension Values							Type to filter (F3)	Code
Code	Name	Dimension Value Type	Totaling	Blocked	Excl. from Budget Enforcement	Budget Notification Group	Filter: DEPARTMENT	
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"/>	FIN		
1008	Admin KDC	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
1500	Human Resources	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>	ED		
2000	Executive (CEO)	Standard		<input type="checkbox"/>	<input type="checkbox"/>			
3000	Information Systems	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3008	Information Systems KDC	Standard		<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPS		

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:

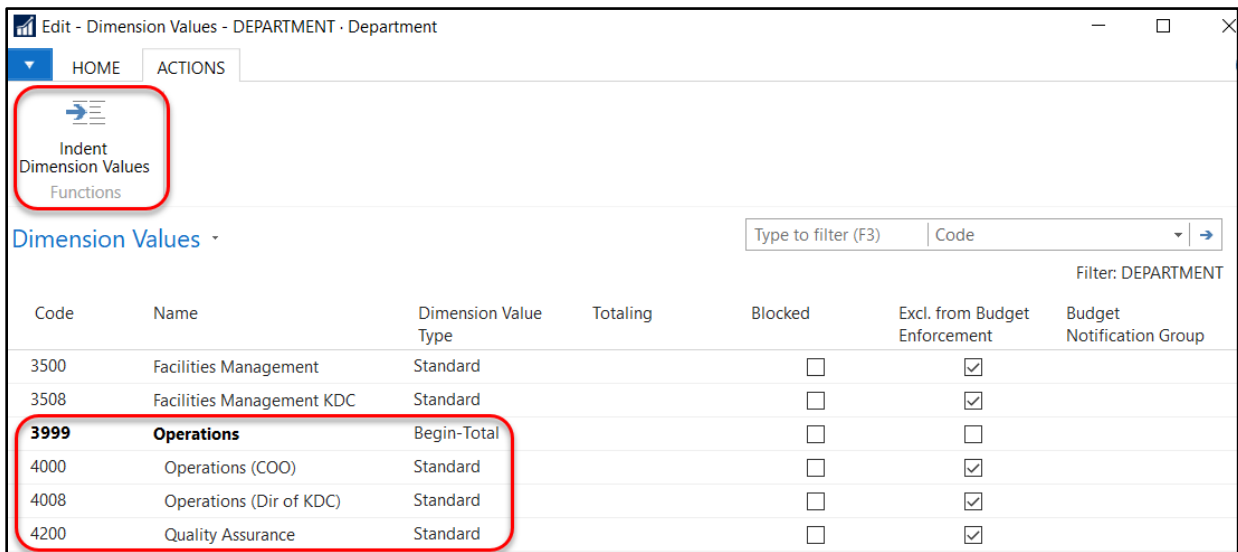
- i. If the dimension value type is Standard, Begin-Total or Heading, the Totaling field must be blank.
- ii. If the dimension value type is End-Total, the program will automatically fill in the Totaling field when you click Actions, point to Functions, and then click Indent Dimension Values. The dimension 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.*

- The Dimensions Values can be indented between the Begin-Totals and End-Totals by selecting Actions → Indent Dimension Values.



Related Topics

- Account Schedules Overview
- Analysis Views
- Budget Enforcement Overview
- Chart of Accounts Overview
- Fund Overview
- GL Dimension Combinations
- GL Dimension Self-Balancing Overview
- Grants Overview