



TRIO Budgetary Due To / Due From

The TRIO Budgetary application can automatically generate the due to / due from entries necessary to keep journals and funds in balance. This document explains how this system is setup and utilized by the rest of the TRIO Software suite.

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Concepts

Every journal posted in TRIO needs to be in balance by fund. This means that the total of all the credits need to match the total of all the debits for each fund used in the journal. For example, a journal crediting a fund 1 revenue account for \$100.00 and debiting a fund 2 cash account for the same amount, would be in debit / credit balance, but would be out of *fund* balance as the net effect on each fund is not zero. The due to / due from system in TRIO Budgetary is designed to automatically add the appropriate entries at the time of posting to bring journals like the example above into fund balance.

Activation & Fund Configuration

In order for Budgetary to create the automated due to / due from entries, the system must be enabled and configured.

1. From the Budgetary main menu, select **M. File Maintenance > 1. Customize**. On the screen that opens, select the **Use Due To / Due From** option. This will activate the **Due To / From** choice at the top of the screen.
2. Once available, select the **Due To / From** option at the top of the screen. The screen that opens (shown below) lists all of the funds setup in the system along with the due to / due from information for each fund.

Select	Fund	Cash Fund	AP Override	CR Override	PY Override
<input type="checkbox"/>	1 - General Fund				
<input checked="" type="checkbox"/>	2 - Airport Fund	2		1	
<input checked="" type="checkbox"/>	3 - UT Community Benefit Fund	1			
<input checked="" type="checkbox"/>	4 - 6 month Jail Fund	1			
<input checked="" type="checkbox"/>	5 - Airport Projects	1			
<input checked="" type="checkbox"/>	6 - EMA Grants	2		1	
<input checked="" type="checkbox"/>	8 - Sheriff Grants	1			
<input checked="" type="checkbox"/>	9 - General Grants	1			

- **Select** – Designates if the fund uses the automated Due To / Due From system.
- **Fund** – Displays the fund number and description of the fund.
- **Cash Fund** – Used to designate which fund’s cash account should be used for the selected fund. For example, in the illustration above, fund 6 is using fund 2’s cash account.

- **Override Funds** – The AP, CR and PY Override fields are used to designate which fund’s cash account should be used for journals created by these processes and programs. For example, in the illustration, fund 2 uses its own cash account for everything except the AP process which uses the cash account from fund 1. Processes and programs will default to the primary cash fund (setup in the next section) if their override fields are left blank.
3. Once all of the selections have been made, select **File > Save & Exit** or press **F12** to save the changes.

Account Setup

Once the Due To / Due From system has been activated and the funds have been configured, it will be necessary to establish which accounts will be used when the system creates these entries.

1. From the Budgetary main menu, select **M. File Maintenance > C. G/L Cntl / Stand Accts.**
2. On the screen that opens (shown below), click on the plus symbol next to **Due To / From** to expand that section.

0		
+	Cash Accounts	
+	Control Accounts	
+	Commitment Accounts	
-	Due To / From	
	Cash Fund	1
	Due To	1252
	Due From	1252

- **Cash Fund** – Used to indicate the system’s primary cash fund
 - **Due To & Due From** – The account numbers that will be used for all automated Due To / Due From entries.
3. Once the information has been entered, select **File > Save & Exit** or press **F12** to save and exit.
 4. After saving the information above, select **X. Return to Main > 6. Account Setup > 4. General Ledger Titles** and verify that all of the appropriate Due To / Due From accounts exists. When Budgetary creates the automated entries, the account number used will always be in the format **FundA-DueTo/DueFrom-FundB**. For example, a journal crediting fund 2 and debiting fund 6 would have offsetting entries made against accounts 2-1252-06 and 6-1252-02. Because of this, it is necessary that these two accounts exist.
 5. If an account does not exist, click on an existing account under the appropriate fund and press the **Insert** key on the keyboard to add a new account line. Fill in the account number, suffix, short and long descriptions and press **F12** to save the changes.
 6. Lastly, for any new account created in the previous step make sure to add it to the list of valid accounts, if account validation is used in your system. To do this select **X. Return to Main > M. File Maintenance > 7. Valid Accounts File Update**. Once there, scroll to the bottom of the list of accounts and type in the newly created account. Press **F12** to save the changes.