



Fund Accounting Software in the Cloud – Powered by NetSuite

Capital Business Solutions, a leader in nonprofit accounting solutions for more than 15 years, has partnered with NetSuite to develop an integrated fund accounting solution for nonprofits. The **Serra Fund** accounting solution is built within the market leading NetSuite Cloud ERP product and contains improved functionality over that which is typically found in traditional fund accounting applications.

This document is designed to provide an overview of the key fund accounting and nonprofit specific functionality that is contained within the Serra Fund product.

Multi-Segmented Chart of Accounts

A key component to an effective nonprofit solution is the flexibility provided by its Chart of Accounts. A nonprofit oriented chart must allow for transaction tracking and reporting at multiple organizational levels. The **Serra Fund** solution creates the ability to track 4 individual segments such as Fund, GL, Grant, Program, Department, etc. Additionally automatic balancing and offset logic exists at any of the four segment levels to enforce proper maintenance of an organization's financials. The embedded balancing and offset logic also translates to increased capabilities when meeting nonprofit specific reporting requirements.

Steps	Unit Setup Information												
1 Unit Setup Information	<p>*Note: After clicking Next, the Saving Unit Information process may take several minutes. Do not close your browser or navigate elsewhere until you have completed the Unit Setup Assistant.</p> <table><tr><td>Unit 1: Fund</td><td>Inactive <input type="checkbox"/></td><td>Balancing Unit <input checked="" type="checkbox"/></td></tr><tr><td>Unit 2: Unit2</td><td>Inactive <input type="checkbox"/></td><td>Balancing Unit <input checked="" type="checkbox"/></td></tr><tr><td>Unit 3: Unit3</td><td>Inactive <input type="checkbox"/></td><td>Balancing Unit <input checked="" type="checkbox"/></td></tr><tr><td>Unit 4: Project</td><td>Inactive <input type="checkbox"/></td><td>Balancing Unit <input type="checkbox"/></td></tr></table>	Unit 1: Fund	Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>	Unit 2: Unit2	Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>	Unit 3: Unit3	Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>	Unit 4: Project	Inactive <input type="checkbox"/>	Balancing Unit <input type="checkbox"/>
Unit 1: Fund		Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>										
Unit 2: Unit2		Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>										
Unit 3: Unit3		Inactive <input type="checkbox"/>	Balancing Unit <input checked="" type="checkbox"/>										
Unit 4: Project	Inactive <input type="checkbox"/>	Balancing Unit <input type="checkbox"/>											
2 Saving Unit Information													
3 Finalizing Unit Setup													

Balance Set

Serra Fund allows the establishment of a Balance Set that is unique to an individual organization's needs. The balancing and offset rules established, during implementation, are applied to all transactions being processed in NetSuite Cloud ERP system. The Balance Set function insures that the integrity of each individual fund is maintained.

Home ▾ Activities ▾ Transactions ▾ Lists ▾ Reports ▾ Documents ▾ Setup ▾ Support Sales Tools Knowledge Base

Balance Set: List | Search

Balance Set

Edit Back More Actions ▾

Cash Rules

Cash Accounts Default Fund: [100 - General Fund](#)
 Cash Accounts Default Unit2: [1000 - No Grant](#)
 Cash Accounts Default Unit3: [101-Accounting](#)
 Cash Account Allocated:
 Clearing Allocating Cash Account: [Allocate Cash](#)
 Clearing Allocating Cash Item: [Allocate Cash](#)
 Default Cash Account: [Checking](#)
 Default Credit Card Account: [Amex Credit Card Payable](#)
 Undeposited Funds: [Undeposited Funds](#)
 Use Alloc. Undeposited Funds:
 Clearing Allocating Un-Dep Funds Account: [Allocate Undeposited Funds](#)
 Clearing Allocating Un-Dep Funds Item: [Allocate Undeposited Funds](#)

Accounts Payable Rules

Accounts Payable Default Fund: [100 - General Fund](#)
 Accounts Payable Default Unit2: [1000 - No Grant](#)
 Accounts Payable Default Unit3: [101-Accounting](#)
 Accounts Payable Allocated:
 Clearing Allocating AP Account: [Allocate Accounts Payable](#)
 Clearing Allocating AP Item: [Allocate Accounts Payable](#)
 Default Accounts Payable Account: [Accounts Payable](#)

Direct Distribution Tables (Allocations)

Because nonprofits are required to account for their activities at multiple levels, (Funds, Grants, Programs, etc.) **Serra Fund** empowers its users with an efficient and accurate way to distribute transaction amounts to multiple segments within the chart of accounts. Allocations may be configured in multiple ways using percentages, units, hours or dollar amounts.

Direct Allocation Setup

Edit Back More Actions ▾

Allocation Settings

Allocation Name: [Utilities - General](#)
 Description:
 Status: [Active](#)

Statistics

% Distributed: 100.000000

New Distribution Lines Attach Customize View

View: Custom Default View Distribution Lines

Edit	Order	Account	Fund	Grant	Program	Memo #	Percentage (%)	Unit/Hours	Amount
Edit	1	Utilities	100 - General Fund	1000 - No Grant	101 - Accounting	Memo Line 1		33.3333	0
Edit	2	Utilities	100 - General Fund	1000 - No Grant	102 - After School Ed Program	Memo Line 2		33.3333	0
Edit	3	Utilities	100 - General Fund	1000 - No Grant	103 - North Carolina	Memo Line 3		33.3334	0

Using Direct Distributions on Transactions

Using **Serra Fund** transaction forms contained in NetSuite, users may simply select the appropriate allocation to apply from the Direct Distribution Table (Allocation), enter the amount to be allocated and invoke the selected allocation with a single mouse click. Multiple amounts may be allocated within a single transaction. Using the **Serra Fund** Unit Substitution feature empowers users with a quick method for overriding the unit values stored within the Direct Distribution table. United Fund Substitution feature has the added benefit of minimizing an organization's need to manage a large number of allocations.

The screenshot shows the 'Expenses and Items' form in NetSuite. At the top, there are tabs for 'Expenses and Items', 'Relationships', and 'Communication'. Below these, there are fields for 'Distribution Group', 'Allocation', 'Amount', and 'Memo', along with a 'Distribute' button. The 'Unit Substitutions' section includes dropdowns for 'Account', 'Fund', 'Grant', and 'Program'. Below this, there are summary fields for 'Expenses 975.00' and 'Items 0.00', and a 'Clear All Lines' button. The main part of the form is a table with the following data:

FAST	*Account	*Amount	Memo	Customer	Fund	Grant	Program
	6300 Utilities	325.00	Utilities for February 2013		100 - General Fund	1000 - No Grant	101 - Accounting
	6300 Utilities	325.00	Utilities for February 2013		100 - General Fund	1000 - No Grant	102 - After School Ed Program
	6300 Utilities	325.00	Utilities for February 2013		100 - General Fund	1000 - No Grant	103 - North Carolina

FAST Entry

Serra Fund's FAST Entry function speeds data entry while minimizing coding errors. The FAST Entry feature uses pre-defined account segment combinations that may be invoked on individual transaction lines within the various NetSuite ledgers. FAST Entry recalls previously used combinations as transaction lines are being entered reducing unnecessary user key strokes.

The FAST Entry Setup Screen

The screenshot shows the 'FAST Entry Setup Screen' in NetSuite. It features several dropdown menus with pre-defined values and icons for selection and refresh:

- Fast Fund: 100 - General Fund
- Fast Restriction: (empty)
- Fast Unit2: 1000 - No Grant
- Fast Location: 101-Accounting
- Fast Unit3: North Carolina1
- Fast Project: (empty)

Invoking FAST Entry on Transactions – By selecting a FAST Entry Code **Serra Fund** fills in the account combinations automatically.

The screenshot shows the 'Expenses and Items' form in NetSuite. At the top, there are tabs for 'Expenses and Items', 'Relationships', and 'Communication'. Below these, there are fields for 'Expenses 375.00' and 'Items 0.00', and a 'Clear All Lines' button. The main part of the form is a table with the following data:

FAST	*Account	*Amount	Memo	Customer	Fund	Grant	Program
Phone Expense	6260 Telephone Expense	375.00			100 - General Fund	1000 - No Grant	North Carolina1

Below the table, there are buttons for 'Done', 'Make Copy', 'Insert', 'Remove', and 'Cancel'. At the bottom, there are buttons for 'Save', 'Cancel', 'Auto Fill', 'Reset', 'Recalc', 'Auto Balance', and 'More Actions'.

True Nonprofit Reporting

Serra Fund automates the enforcement of proper fund accounting logic to all transactions within NetSuite ERP system creating the necessary data foundation needed to meet nonprofit reporting requirements. Using **Serra Fund** with the NetSuite Cloud EFP application provides organizations the ability to easily create and distribute meaningful financial information to both internal and external stakeholders. Most importantly the proof of stewardship that **Serra Fund** provides, in its reports, can translate into increased funding for nonprofit organizations!

Financial Row	100 - General Fund Amount	101 - Board Designated Fund Amount	123 - Community Services Amount	125 - HUD Funding Amount	127 - Awareness Fund Amount	200 - Family Services Amount	300 - Senior Services Amount	336 - Robert Wood Johnson Amount	400 - Energy Optimization Fund Amount	401 - Weatherization Fund Amount	Total Amount
Net Assets-Beg	\$3,576,770.00	\$249,600.00	\$1,452,399.00	\$5,977,777.00	\$225,000.00	\$3,320,000.00	\$174,000.00	\$0.00	\$1,955,000.00	\$672,000.00	\$17,602,546.00
Revenue	\$0.00	(\$120.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$120.00)
Expenses	\$14,489.00	\$3,684.00	\$2,150.00	\$0.00	\$50.00	\$1,930.00	\$150.00	\$500.00	\$0.00	\$0.00	\$22,953.00
Current Change	(\$14,489.00)	(\$3,804.00)	(\$2,150.00)	\$0.00	(\$50.00)	(\$1,930.00)	(\$150.00)	(\$500.00)	\$0.00	\$0.00	(\$23,073.00)
Net Assets-End	\$3,562,281.00	\$245,796.00	\$1,450,249.00	\$5,977,777.00	\$224,950.00	\$3,318,070.00	\$173,850.00	(\$500.00)	\$1,955,000.00	\$672,000.00	\$17,579,473.00



To see a demonstration of **Serra Fund** or to get more information contact:

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