

## FAQ- General Ledger Transfer Document (GLT)

### 1. Where can I find training materials and guides for the General Ledger Transfer Document (GLT)?

Training and guides can be found at the Business and Financial Services website Kualii Financial System Information page at [http://busfin.colostate.edu/Depts/KFS\\_Info.aspx](http://busfin.colostate.edu/Depts/KFS_Info.aspx)

### 2. Why did Kualii create the General Ledger Transfer (GLT) eDoc?

- Easier to move transactions by being able to search for the transaction data.
- Avoids duplicate corrections by tagging the original transaction as “already adjusted”.
- Maintains a better audit trail by automatically cross referencing the transaction.
- Reduces manual input you are required to do to make changes to accounts, transactions, or accounting lines by pre-populating existing information.

### 3. What is the General Ledger Transfer document used for?

The General Ledger Transfer (GLT) is used to adjust, transfer, or correct transactions that have posted to the general ledger. Pending transactions cannot be selected. Users can transfer or correct entries that are eligible to be corrected based on origin code, document type and balance type.

### 4. Can we use the General Error Correction (GEC) and Intra Account Adjustment (IAA) document in Kualii Cloud?

No, the General Ledger Transfer (GLT) will replace the GEC and IAA documents. The GEC and IAA will not be available in Kualii Cloud.

### 5. What are the workflow approvals for the GLT eDoc?

The GLT workflow approval will model the GEC workflow

#### General Workflow

- FO=All
- ORG=All
- Campus Services=>\$1,000
- DIV=>\$10,000

#### Special Case Workflow (examples: Sub-Fund, Expired Accounts, and Object Code (OC))

- LAR= OC 6227/6228
- HOSP=Sub-object Type Code OF
- SPONPR/GIFT Sub fund = ATSP/SPONPR
- PROPERTY= OC 8XXX
- PLANT= OC 18XX
- Expired Accounts- SPONPR

### 6. What balance types are allowed on the GLT?

Only Actuals (AC) balance types are allowed.

**7. Are any document types restricted for use in creating a GLT eDoc?**

Adjustment/Accrual (AV) documents are restricted from being corrected using the GLT document. Search results will omit this document type from selection.

**8. Are any Object Sub Types restricted for use in creating a GLT eDoc?**

The following object sub types are restricted on the GLT:

- Compensated Absences (AB)
- Budget Only Object Codes (BU)
- Cash (CA)
- Fund Balance (FB)

**9. Can payroll entries be corrected using the GLT eDoc?**

While payroll entries could show up in a filtered search result, only entries on department continuation accounts (Acc #200xxxx) can be transferred/corrected.

**10. Can I correct GL entries made in the prior fiscal year?**

Only accounts within project to date sub-funds can be corrected on the GLT in prior fiscal years.

The following sub-funds are allowed at this time:

CONFER; SPWIP; FEDSFA; SPONPR; DIRLN; AEP; CPLB; CPAD; CPOTH; CPRR; WATER; WIP;  
1FEDSF; 1SPONP; 1DIRLN; 1AEP; 1CPLB; 1CPAD; 1CPOTH; 1CPRR; 1CONF; CPCOP;  
1CPCOP; 1WIP; COPT

**11. How do I populate the accounting lines in the From and To section of the GLT?**

Use the **Accounting Lines Lookup** section of the GLT to search for existing transactions to transfer. You can search by Chart Code and Account #, by Document #, or use all the options, including Object Code, to drive your search results.

The most common way to start searching for transactions to transfer is the Accounting Lines Lookup section of the GLT. To use this lookup, enter *either* a **Chart Code and Account #** or a **document #**, or use all three. You can also enter an **Object Code** to narrow your search. Click 'Search' from the Accounting Lines Lookup in the GLT to go to the General Ledger Entry Lookup where you can see transactions in the Search Results section of the page.

For the transactions that are displayed, those that are available for transfer with the GLT will have a checkbox. There may be some transactions without a checkbox. This indicates that they have already been transferred. The Search Results will show the document # that was used to transfer these transactions.

There are a few options for selecting transactions to transfer. The most basic is to individually select transactions by clicking the checkbox on the line. To select transactions in bulk, you can use the 'Select All from This Page' or 'Select All from All Pages' controls.

Once you have selected the transactions you would like to transfer, click the 'Return Selected' button. You will then be put back into the GLT document. The **Accounting Lines FROM** section of the GLT will be filled in with the transaction(s) you selected. The information in the **FROM** section is not editable.

To populate the **TO** section, click the 'Copy All' button. This will copy the line to the TO section and then you can edit most of the fields, except for the Ref Origin Code.

See the "General Ledger Transfer.doc" at [http://busfin.colostate.edu/Depts/KFS\\_Info.aspx](http://busfin.colostate.edu/Depts/KFS_Info.aspx) for further explanation.

**12. Does the GLT have an import line feature?**

No, the GLT requires the user to select entries from the GL entry table by searching and returning via the Accounting Lines Lookup Tab.

**13. Can I do a partial transfer/correction on a GLT eDoc?**

Yes, if you need to move part of a transaction, select the transaction, copy it down and then use the split icon **%** to split the transaction. The amount will be split 50/50. You can split a transaction as many times as you like. You can then change the accounting information on the amount to be moved and update the amounts. Moving the entire expense helps with visibility - you can see the transaction come in, go out, and a new partial amount coming in.

**14. What is the Late Adjustment Certification Tab and when is it required?**

The General Ledger Transfer document will have a tab called Late Adjustment Certification. There are 5 questions that will need to be answered via text fields. The questions are hardcoded and cannot be changed. This tab will help with justifications as to why the entries are being moved. The tab will be required when a user is moving entries that exceed **365 days** and controlled by Business and Financial Services. Office of Sponsored Programs will set sub-fund SPONPR, SPWIP, and 1SPONR at **0 days** so this tab will be required on every GLT document with accounts in these sub-funds.

When the Late Adjustment Certification is required, the Fiscal Officer or delegate will be prompted to acknowledge the following attestation when they approve the document:

***I hereby certify that these expenses were incurred for the goals, objectives, and benefit of the grant/contract, and that the expenditure transfer is correct and proper. In the event of a subsequent audit disallowance of this expense transfer for any reason, the Principal Investigator, Fiscal Officer and Department Head agree to be jointly responsible for handling this expense in a manner which is consistent with the institution's policy.***