

General Ledger Transfer (GLT)

The General Ledger Transfer (GLT) is used to adjust, transfer, or correct transactions that have posted to the general ledger. Pending transactions, including General Ledger Transfers, cannot be selected. The GLT prevents transactions from being transferred multiple times. It also prevents partial transfers and transfers for more than the original transaction. Users can transfer entries that are eligible to be corrected based on origin code, document type and balance type.

The General Error Correction (GEC) and the Intra Account Adjustment (IAA) documents will no longer be supported in KFS once we move to Quali Cloud in mid-February 2022.

How the GLT can help you do your job

"I need to adjust one or more existing transactions to a different Chart Code, Account #, Object Code or Amount."

The GLT is the perfect tool for transferring transactions. These adjustments may be straightforward, where one transaction is adjusted to one new transaction. Or you may have to split or merge transactions with different amounts. Splitting and merging may also require moving transactions to different Charts Codes, Accounts, or Object Codes. The GLT even supports transfers across Object Types.

"I need to make sure transactions are associated to the right Chart Codes, Accounts and Object Codes."

If there are adjustments to be made, or errors to be corrected, the GLT is the best tool to facilitate those changes. Like all transactional documents that affect account balances and the general ledger, the GLT requires responsible parties, such as Fiscal Officers, to certify that transactions are appropriate for the associated Chart Codes, Accounts, and Object Codes indicated.

"I need to keep my institution in compliance with rules and regulations, especially those related to late adjustments or activity on specific sub-funds."

One of the most significant features of the GLT is that it prevents duplicate transfers. The GLT allows a transaction to be transferred only one time. It also prevents transfers of transactions that are pending approval. If your organization follows rules or regulations related to the timing of transfers, the GLT can be configured to require explanation for such changes.

The GLT compared to the GEC & IAA

General Error Correction (GEC)

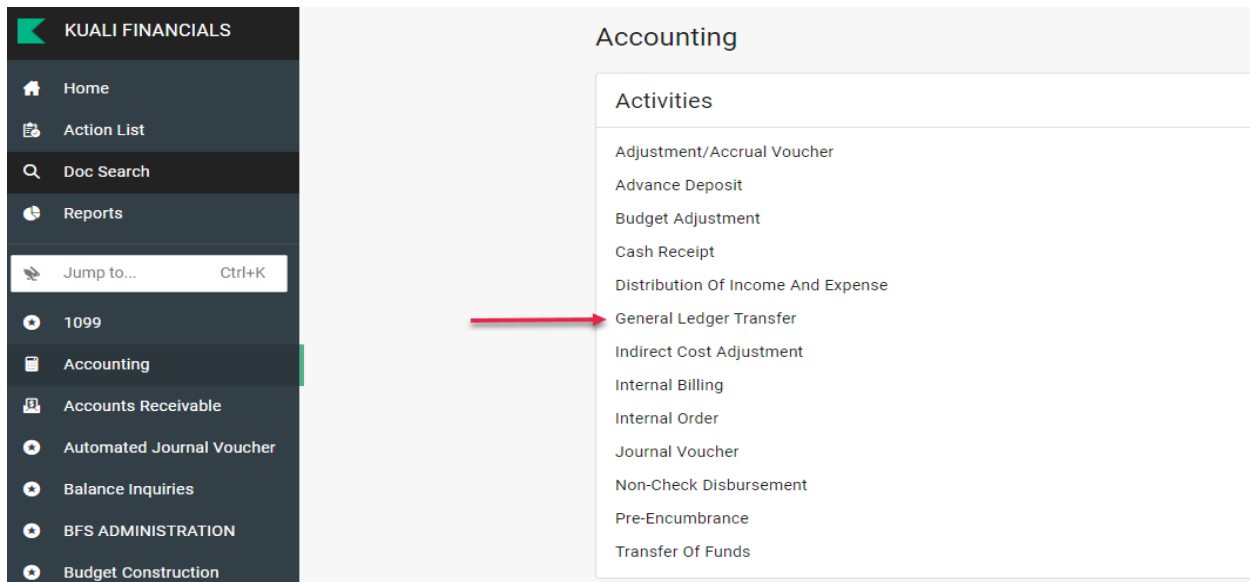
The General Error Correction and its Year-end version allowed users to create transactions that move or correct General Ledger Entries. While the GEC required that an origin code and reference document number be entered on the Accounting Line, this data was not validated. The lack of validation allowed entries to be moved or corrected more than once, or for an amount greater than the original amount. This could result in an audit finding.

Intra-Account Adjustment (IAA)

The Intra-Account Adjustment Document allowed users to add additional information to the base accounting line (Chart, Account, Object Code and Amount) of an entry. Users can add Sub-Accounts, Sub-Object Codes, Project Codes and Organization Reference ID. Users could not change the base accounting line. Because users could not change the base accounting line the IAA document would only route to Fiscal Officers. While the IAA document prevented users from changing base accounting lines, the IAA document lacked some controls. Both the original entry and the IAA entry could be adjusted more than once and for more than the original amount. The IAA and original entries were not linked. Additionally, users could add Cost Share Sub-Accounts without additional approval. This could cause unapproved cost share transfers.

General Ledger Transfer (GLT)

The GLT addresses the potential risks inherent in the GEC and the IAA. The GLT requires that users select transactions from the General Ledger. The transactions that can be selected are limited by Balance Type, Object Type, Document Type, Object Level and Object Consolidation. Additionally, once an entry has been selected for transfer, it cannot be transferred again. The General Ledger Transfer uses the accounting period drop down functionality and permissions to post year end transactions.



Using the General Ledger Transfer

Step 1: Pull transactions into 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 use **Object Code** to narrow your search even more.

When you click 'Search' from the Accounting Lines Lookup in the GLT, you will be directed to the General Ledger Entry Lookup where you can see transactions in the Search Results section of the page.

Some transactions cannot be transferred by a General Ledger Transfer. These transactions will not be displayed in the Search Results. 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 number that was used to transfer these transactions.

DOCUMENT OVERVIEW

OVERVIEW

* Description : Explanation :

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :
* Accounting Period : NOV 2021

ACCOUNTING LINES LOOKUP

University Fiscal Year :

Chart Code :

Account Number :

Object Code :

Document Number :

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' control. You will then be put back in the GLT. The **Accounting Lines FROM** section of the GLT will be filled in with the transactions that you selected. The information in the **FROM** section is not editable.

Note: Amounts will be positive in the **FROM** section regardless of the debit/credit indicator. When General Ledger Pending Entries are created, the debit/credit will be the opposite of the original transaction debit/credit in order to reverse it. The General Ledger Pending Entries can be viewed after saving the document.

<input type="checkbox"/>		2022	CO	1357020	---	6633	--	AC	EX	04	PCDO	01	26547770	RMGPA.ORG	158.00	10/26/2021
<input type="checkbox"/>		2022	CO	1357020	---	6633	--	AC	EX	04	PCDO	01	26559262	RMGPA.ORG	79.00	10/26/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	01	PCDO	01	25612363	JIMMY JOHNS - 3722 - M	74.99	07/07/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	01	PCDO	01	25612364	KING SOOPERS #0104	7.99	07/07/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	01	PCDO	01	25662120	BEST BUY MHT 00002253	399.00	07/14/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	05	GLT	01	26713373	A79M011034495	114.54	11/15/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	05	PCDO	01	26591349	JESSICA THRASHER	32.98	11/15/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	05	PCDO	01	26640411	DAVID REID SMITH	666.65	11/22/2021
<input type="checkbox"/>		2022	CO	1357020	---	6649	--	AC	EX	05	PCDO	01	26640645	HEIN THANT	55.00	11/22/2021

Select All From All Pages Deselect All From All Pages Select All From This Page Deselect All From This Page **Return Selected**

Step 2: Enter new accounting information

Use the **COPY ALL** button in the **FROM** section to pre-fill information in the **TO** section Accounting Lines.

The screenshot shows the 'ACCOUNTING LINES' interface. The 'FROM' section contains one line with the following data:

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	1357020		6633			100321	158.00	01	26547770	RMGPA.ORG	⚖️ 🔄 🗑️

The total for the FROM section is 158.00. A red arrow points to the 'COPY ALL' button in the top right of the FROM section. The 'TO' section is currently empty, with a total of 0.00.

The Accounting Line(s) is copied and populates in the **TO** section. Fields are open for editing except Ref Origin Code and Ref Number. You can use features like **Split** located in the Actions column in the **TO** section to facilitate this step. If a mistake is made, user can use the Delete (trash can icon) to remove the accounting line from the **TO** Section.

The screenshot shows the 'ACCOUNTING LINES' interface with the 'TO' section populated. A red box highlights the input fields for the TO line, and another red box highlights the 'DELETE TO LINES' button in the Actions column.

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	1357020		6633			100321	158.00	01	26547770	RMGPA.ORG	⚖️ % 🔄 🗑️

The total for the TO section is 158.00. The 'DELETE TO LINES' button is highlighted with a red box, and the input fields for the TO line are also highlighted with a red box.

The user can update the accounting lines to move the transaction to the appropriate Account # and Object Code. **Make sure** the transaction amounts for each Origin Code and Reference Document # on the **FROM** side equal the amounts for each Origin Code and Reference Document # on the **TO** side.

Note: All amounts on the **TO** side must be positive. The debit/credit indicator will be opposite of the **FROM** side.

Step 3: Add backup documentation (notes and PDF attachments) , Save, check your GL Pending Entries, and click Submit to send for approval.

NOTES AND ATTACHMENTS (1)

* Note Text :

Attachment :

POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE
1 11/29/2021 12:22 PM	Snowwhite, Laura G	backup documentation	Re_Case #02444240_ Integration Call needed for CSU and Jaggaer [ref__00D6A2FQRI_5003sTbtcj_re [ref__00D6A2FQRI_5003sTbtcj_ref].pdf (120 KB, application/pdf)]

AD HOC RECIPIENTS

ROUTE LOG

After submitting the document, the workflow will follow the same nodes as the General Error Correction (GEC). As with all documents in Kual Financials, you can use Ad Hoc Routing to involve specific individuals that may not be included in the approval workflow.

GLT Special Cases

Late Adjustment Certification

The General Ledger Transfer document has a tab called Late Adjustment Certification. This tab will be triggered and required when a user is moving entries that exceeds the number of days old that a document is via a parameter controlled by Business and Financial Services and Office of Sponsored Programs. Each question must be answered. The questions are hardcoded and cannot be changed.

- **The SPONPR, SPWIP, and 1SPONR sub-funds will be set at 0 days.**
- **All other sub-funds will be set at 365 days.**

Describe in detail the transactions that are being transferred.

How did this transaction benefit the project?

If this adjustment is correcting an error, how did it occur?

Why is this adjustment late?

What will be done to ensure adjustments are not late in the future?


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

Error Correction

The GLT cannot be error corrected or copied. If a transaction is error corrected using the Error Correction button on another document, neither the transaction that was error corrected or the error correction entries will be available for GLT transfer. If any accounting line on a document has been transferred using the GLT, the document can no longer be error corrected and the remaining entries will need to be corrected using the GLT that was previously entered. The GLT cannot be copied because transactions must be selected from a lookup screen to ensure that a transaction is not transferred twice.

Partial Transfers

The amount on the **FROM** side cannot be changed. 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.

Expired Accounts

If you are transferring from an expired account, the transaction will be added to the **FROM** side and the expired account checkbox will be checked. It cannot be changed. If you are transferring **TO** an expired account, you will receive a warning letting you know that the account is expired. You will be asked if you

would like to override the account expiration, or if you would like to use the continuation account. If you would like to override the expired account warning, check the box, if not, change the account.

Adding Additional Information to Accounting Lines

There will be times when you might need to add additional information to an accounting line, such as, Sub-Account, Sub-Object Code, Project Code or Organization Reference ID. The primary accounting line data (Chart Code, Account #, Object Code and Amount) are not changing. If you add additional details and do not change the primary accounting line data, the GLT will route only to the Fiscal Officer for approval. All other route nodes will be skipped. The exception to this rule is when you add a Cost Share Sub-Account. If you use a Sub-Account where the Sub-Account type code is CS, normal routing will occur.

Capital Asset Transactions

GLT can be used to modify and create capital assets, similar to other Financial Processing documents. If there are capital asset Object Codes on either the **FROM** or **TO** side, the Accounting Lines Capitalization tab will open and a 'Generate' button will display. When you click the 'Generate' button, the **FROM** and **TO** accounting lines with capital object codes will become read only and you will have the option to Create or Modify Assets. Click Delete to make the **FROM** and **TO** lines editable.

Prior Year Transfers

Prior year transactions cannot be transferred, unless excepted by Fund or Sub-Fund Group.