General Ledger Transfer (GLT)
About the General Ledger Transfer (GLT)

• The GLT will replace the GEC and IAA edocs when CSU moves to Kuali Cloud in mid-February 2022.

• The GLT requires that users select transactions from the General Ledger. The transactions that can be selected are limited by Balance Type, Object Type, and Document Type.

• Additionally, once an entry has been selected for GLT transfer, it cannot be transferred again. However, the new entry that was made via GLT can be corrected or transferred using another GLT.

• 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.

• 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.
Why Did Kuali Create the General Ledger Transfer (GLT)

- 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 the manual input you are required to do to make changes to: Accounts, Transactions, or Accounting lines by pre-populating existing information.
General Ledger Transfer (GLT) Restrictions

Restrictions are in place to control what can and cannot be processed on a GLT, some examples follow:

- Only Actuals (AC) balances are allowed on a GLT.
- Salary and Wage transactions are allowed only on Continuation Accounts.
- Transfer Object Codes are not allowed.
- Indirect Cost Object Codes are not allowed.
- Auxiliary Voucher Accrual Type entries are not allowed (a reversal date has already been designated).
- Prior Year transactions are not allowed unless the account is within a Project to Date sub-fund.
- Late Adjustment Certification tab is required for SPONPR, SPWIP and 1SPONR sub-funds at 0 days. It is required for other sub-funds at 365 days.
How Can the GLT 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 will be the 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 Chart Codes, Accounts, or Object Codes. The GLT even supports transfers across Object Types.
How Can the GLT Help You Do Your Job?

"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 will be the 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.
How Can the GLT Help You Do Your Job?

"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.

• The Late Adjustment tab will be required when the transaction being transferred exceeds the number of days specified for sub-funds on the document.
GLT Special Cases

**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 the GLT transfer.
- If any accounting line on a document has been transferred using the GLT, the original document can no longer be error corrected and the remaining entries will need to be corrected using the GLT document.
- The GLT cannot be copied because transactions must be selected from a lookup screen to ensure that a transaction is not transferred twice.
GLT Special Cases

**Partial Transfers**

- The amount on the FROM side cannot be changed. If you need to move part of a transaction, select the transaction, select ‘Copy All’, 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 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.
GLT Special Cases

**Expired Accounts**

- If you are transferring FROM an expired account, the transaction will be added to the FROM side and the expired account check box 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 have an opportunity to override the account expiration, or if you would like, you can use the continuation account. If you would like to override the expired account warning, check the box, if not, change the account.
GLT Special Cases

**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.
GLT Special Cases

Late Adjustment Tab

• The Late Adjustment tab will be required to be completed when the transaction being transferred exceeds the number of days specified:
  • Most sub-funds will be set at 365 days.

• Certain sub-funds will have the Late Adjustment tab required at 0 days:
  • Sub-Funds set at 0 days include SPONPR, 1SPONR, and SPWIP

• When the Late Adjustment Tab is required, all questions must be answered.
Presented by BFS Campus Services

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Thank you