Kuali Cloud
and
General Ledger Transfer (GLT)
Training

Business and Financial Services – Campus Services
Training Objectives

• Kuali Financials (Cloud) – Implementation timing and inavailability of KFS
• Kuali Financials (Cloud) – Home screen changes and other changes
• Elimination of General Error Correction (GEC) and Intra Account Adjustment (IAA) e-documents, SSBA – Single Sided Budget Adjustment and WOA – Work Order Authorization
• New General Ledger Transfer (GLT) e-document examples
• Reports of Record – Normally produced in Jasper and viewed in VistaPlus, will now be run in Report Manager/viewed in VistaPlus
• Resources
Kuali Financials (Cloud) – Implementation timing

• Implementation is February 10th-13th with “Go Live” on February 14th

• KFS will not be available during implementation
  - All KFS documents need to be made FINAL by 5:00pm on 2/9/22
    - The following docs will be DISAPPROVED if not in a FINAL status by 5:00pm: GECs, IAAs, SSBAs & WOAs
  - Please watch your docs and “baby-sit” the Route Log to by notifying approvers next in line to get them to a FINAL status by 5:00pm
  - If your doc needs Campus Services approval, please make sure it hits our Action List by 4:00pm
  - Please cancel any docs you have in a SAVED status if you don’t need them

• Watch for emails from Systems or from BFS (BFS will use the Bus_Fin listserve)
  - Subscribe to the Bus_Fin listserve via CSU Mailing Lists page
Kuali Financials (Cloud) – Home screen changes

Reports Button – not our normal “Reports of Record” from Jasper/VistaPlus, but these may be helpful.

This will NOT be available at “Go-Live”, and training will be offered when it becomes available.
Add a document to Favorites by hovering over the document found in Activities list and click the heart icon.

Delete a favorite by hovering over the item in the favorites menu and click the “x”.

Add or Delete a favorite by clicking on the Configure Icon and select or deselect the item(s) – then close.
Balance by Consolidation Lookup now has a calculated Available Balance field.
Elimination of the GEC, IAA, SSBA and WOA e-documents

- Kuali Financials (Cloud) will not have the GEC – General Error Correction, IAA – Intra Account Adjustment, SSBA – Single Sided Budget Adjustment, or WOA – Work Order Authorization available for use/creation.

- Historical GECs, IAAs, SSBAs and WOAs can still be looked up in Kuali Financials.

- Reasons for removing the GEC, IAA and SSBA:
  - Lack of strong internal controls with these e-docs, which creates financial reporting risk.
  - GEC allows correction of an amount more than the original entry.
  - These e-documents are not in Kuali’s “Base Code”.

- The General Ledger Transfer (GLT) document replaces the GEC.
  - GLT is for corrections of previous documents, not for transferring funds and not for distributing income or expense.
  - GLT is different than the Transfer of Funds (TF) document.
About the General Ledger Transfer (GLT)

• GLT requires users to select transactions from the General Ledger

• GLT is used to adjust, transfer, or correct **posted** GL transactions (pending transactions cannot be selected)

• Users can transfer entries that are eligible to be corrected based on Origin Code, Document Type and Balance Type

• GLT prevents transactions from being transferred multiple times - once an entry or line has been selected for GLT, it cannot be transferred again
  
  o The new entry made via the GLT can be corrected or transferred using another GLT

  o The exception to this is if not all lines of the original document were selected for a GLT, then the remaining lines can still be selected for GLT from the original document

• GLT prevents transfers that are for more than the original transaction
Why Did Kuali Co. Create the GLT?

• Easier to move transactions by searching 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 by pre-populating existing information

• You may have to split or merge transactions with different amounts
  o Splitting and merging may also require moving transactions to different Chart Codes, Accounts, or Object Codes
GLT Workflow Approvals

- GLT requires responsible parties, such as Fiscal Officers, to certify that transactions are appropriate for the associated Chart Codes, Accounts, and Object Codes indicated

- **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= OC 6649/6650
  - SPONPR/GIFT Sub fund = ATSP/SPONPR
  - PROPERTY= OC 8XXX
  - PLANT= OC 18XX
  - Expired Accounts- SPONPR
General Ledger Transfer (GLT) Restrictions

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

- Only Actuals (AC) balances are allowed on a GLT – (no Pending or Enroute / no Budget)
- Salary and Wage transactions should only be used on a GLT when correcting an entry that hit your Continuation Account
- Transfer Object Codes are not allowed on the GLT
- Indirect Cost Object Codes are not allowed on the GLT
- Auxiliary Voucher Accrual Type entries (AVs) are not allowed to be selected for GLT
- Prior Year transactions - not allowed unless the acct is within a Project-to-Date sub-fund

  - The following sub-funds are the Project-to-Date sub-funds where PY corrections are allowed: CONFER; SPWIP; FEDSFA; SPONPR; DIRLN; AEP; CPLB; CPAD; CPOTH; CPRR; CPCOP; COPT; WATER; WIP; 1FEDSF; 1SPONP; 1DIRLN; 1AEP; 1CPLB; 1CPAD; 1CPOTH; 1CPRR; 1CONFE; 1CPCOP; 1WIP
  - Examples of Sub-Funds where you cannot affect a Prior Year transaction: AUX; EG; RARSP; CONTED; ONLPL; COURSE; CSFS; EXPSTA; EXTEN; PVM; PVMSF; ATHLET; CSFSSF; DCESUP; GENOP; RECHAR; INTLPR; POOLED; STUORG; SUSPEN; AGENCY; ENDOW; ERRF; EXPRHF; EXPRHM; EXPRMC; EXTR; EXTRRR; EXTRSL; FRP; GIFT; HEAFOR; PVMFED; PVMSTA; SLICE; WORKST; LOANS; RESERV; PRESEN; BANK (Pueblo sub-funds are not listed in this example but would also be included)
GLT – Error Corrections

• GLT cannot be Error Corrected or Copied
• If another e-doc transaction is Error Corrected using the Error Correction button, neither the transaction that was Error Corrected, nor the Error Correction entry will be available for selection on a GLT
• 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 lines will need to be corrected using a GLT
• The GLT cannot be copied because transactions must be selected from a lookup screen to ensure that a transaction is not transferred twice
GLT – Late Adjustment Certification Tab

• Late Adjustment Certification tab is required to be completed when the transaction being transferred exceeds the number of days specified (based on the Sub-Fund of the accounts)
  o 5 Statements/Questions must be answered
    ▪ 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?

• Certain sub-funds will have the Late Adjustment tab required at zero days:
  o Sub-Funds set at zero days include SPONPR, 1SPONR, and SPWIP
  o All GLTs involving accounts in these Sub-Funds will require Late Adjustment Certification

• Most sub-funds require Late Adjustment tab completion if the transactions are >= 365 days, but this will only occur with the Project-to-Date type of sub-funds
GLT – Late Adjustment Certification

LATE ADJUSTMENT CERTIFICATION

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?
GLT – Expired Accounts

- If selecting a line for GLT, FROM an expired account, the transaction will be added to the FROM side and the expired account check box will be checked.
  - The Expired Account in the FROM section cannot be changed.

- If selecting a line for GLT, TO an expired account, you will receive a warning letting you know that the account is expired.
  - Opportunity to override the account expiration or you can use the continuation account or a different account.
  - To override the expired account warning, check the box, if not, change the account.
GLT – Expired Accounts

Account 5300998 expired 11/30/2021

Input search criteria such as FY, FP, Chart Code, Acct #, Object Code # or Document # to begin your search for lines to select for the GLT. Then click “Search”.
# GLT – Expired Accounts

**Account 5300998 expired 11/30/2021**

### Instructions

1. Select the line(s) that you want to correct on a GLT by clicking the box under the “Select?”.

2. Click “Return Selected” to return the selected lines to the GLT in the FROM section.

### Warning

**WARNING!** Do not use “Select All From All Pages” or “Select All From This Page” unless you are absolutely certain that all of the lines need to be corrected. If you accidentally click one of these buttons, just click the corresponding “Deselect” button.
GLT – Expired Accounts
Account 5300998 expired 11/30/2021 – Attempting to move Acct 5391452

After selecting the lines on the previous screen and clicking “Return Selected”, the GLT prepopulated the lines in the FROM section. The lines in the FROM section cannot be edited.

The “Account Expired Override” box is already checked and cannot be changed in the FROM section.

Click “Copy All” to create the lines in the TO section. These lines will come in as exact duplicates of the lines in the FROM section.

Certain fields in the TO section can be edited to correct the transaction (Chart Code, Acct #, Sub-Acct, OC#, Sub-OC, Project, Amount, and Line Description). The editable fields are boxed.
Error received because the selected lines were FROM (and TO) a 53xxxx acct (SPONPR sub-fund). Late Adjustment Certification is required on the SPONPR sub-fund at zero days.

Information was filled in after receiving the error, but you can do it before you get the error if you know it will be required.
GLT – Certification and responsibility for the transaction

GLT #27173444 - Certification/responsibility note that pops up when the Fiscal Officers are approving the GLT.

If an F.O. selects “NO”, the system returns to the GLT. The F.O. can request more information or backing from the Initiator or they can APPROVE or DISAPPROVE the GLT. The GLT will not move forward to the next approver without clicking YES and it would have to be DISAPPROVED.

GLT #27173444 – After the approver has APPROVED and marked “Yes” a note is automatically added to the doc.
GLT – Certification and responsibility for the transaction

GLT #27181010 - Certification/responsibility appeared for both FO’s but not for ORG, DIV or ATSP approvers

Note that only the F.O.s have to “Certify”; however, the other approvers are also held jointly responsible for the Certification of the Late Adjustment based on the verbiage.

[Table of actions taken with timestamps and approvers]
GLT – Partial Transfers

• The amount on the FROM side of the GLT cannot be changed
  o If you need to move part of a transaction, select the transaction, click “Return Selected” and then select “Copy All”
    ▪ Use the Split Icon (%) to split the transaction into multiple lines
• The amount will be initially split 50/50, but you can split a transaction as many times as you need to (i.e., split it into multiple lines)
  o 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 via the original entry and it goes out via the FROM lines of the GLT
GLT – Partial Transfers

After selecting and returning a line from the Search screen to correct PREQ 26979029, only the FROM section is prepopulated.

The first line of the TO section populates as an exact duplicate of the FROM section so it originally came in as $2,714.36. The Line 1 amount was split in half when we did the Split Icon to add Line 2.

Click “Copy All” to create the first line of the TO section.

Click the Split Icon (%) to add a (lines). The system adds a duplicate line, but it splits the amount 50/50 each time you do a Split.
Attempting a GLT on PREQ 25192067 (trying to mimic GEC#27167864 recently keyed to reimburse the main CVMBS acct for Click Dimensions usage on a quarterly basis)
GLT – Attempting a PY Correction cont’d…

- GLT Test doc searching for Doc #25192067
- Received a response that this may be a prior year transaction that cannot be corrected due to the sub-fund
- Acct #1426099 is in the PVM sub-fund which is not a Project-to-Date (PTD) type of sub-fund
- PREQ 25192067 was from 5/20/21, thus a PY transaction
- GLT cannot be used because it is fro PY and the acct is not in a PTD sub-fund, but a DI would be appropriate since it’s a distribution of expense

Note that the Message above may not be correct, so sometimes you might need to put in a range for the FP (such as “01..07” for July-Jan for example) to find your transaction.

For this example, the system message was correct because PREQ 25192067 was from FY21 and could not be selected for GLT.
GLT – Capital Asset Transactions

- GLT can be used to modify and create capital assets, like 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 to have the option to Create or Modify Assets:
  - The FROM and TO accounting lines with capital object codes will become read only once the “Generate” button is clicked.
  - Click “Delete” to make the TO line editable again.
Campus currently uses many Reports of Record that are created in Jasper and viewed in VistaPlus.

Once we “Go-Live”, the Jasper reporting tool will no longer be able to create reports with current or future financial information.

- It can be used for historical reporting.

Reports have been created in Report Manager to be as close as possible to those from Jasper/VistaPlus – these Report Manager reports will populate to VistaPlus for campus.

- Testing of the new Report Manager reports was done by various campus users.

Some of the reports include: Account Statement Transaction Report, Account Statement Encumbrance Detail, Account Statement YTD or PTD, Summary Account Balance by Sub-Fund, Account Balance by Sub-Fund, and many others.
Testing or Practice Opportunity in Kuali Cloud Sandbox

- All KFS Users can access the Kuali Cloud Sandbox environment between now and Implementation to practice or to the new GLT document (this link may change after “Go Live” because the sandbox will be our new Training Environment)
- Good opportunity to use the Kuali Financials to enter former GECs in the new GLT doc
- Test your balances to make sure that your entries are doing what you are intending
- If any issues or problems are identified, please notify us via BFS Campus Services email and indicate “Kuali Cloud or GLT Issue/Problem” in the Subject line
Resources related to the GLT

- Business and Financial Services – Kuali page - [Kuali Information page](#)
- FAQs General Ledger Transfer GLT Document - [GLT FAQs](#)
- General Ledger Transfer GLT Training PowerPoint - [GLT Training PPT](#)
- Kuali Cloud and GLT Open Training Sessions – [https://csutraining.bridgeapp.com/learner/training/acbe608e/enroll](https://csutraining.bridgeapp.com/learner/training/acbe608e/enroll)
- Kuali Cloud and GLT Training Sessions PowerPoint – to be posted soon
Questions?
Presented by BFS Campus Services

Questions can be sent to Campus Services at:

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