Kuali Cloud

and

General Ledger Transfer (GLT)

Training

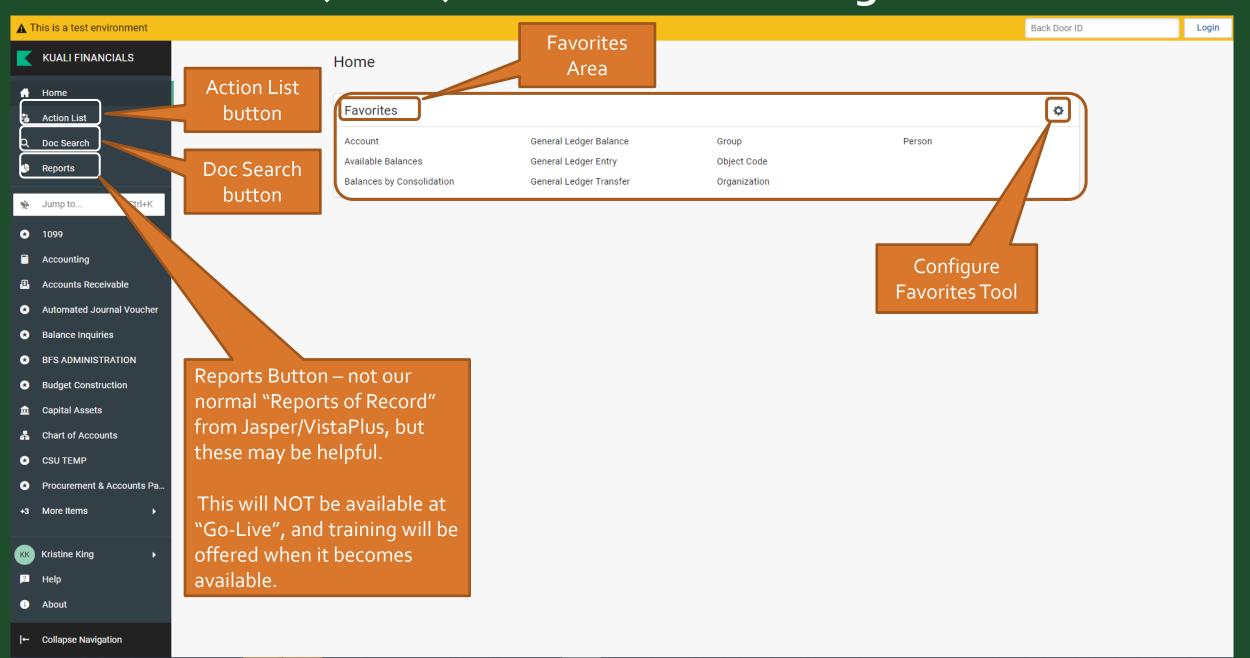Business and Financial Services – Campus Services

Colorado State University

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
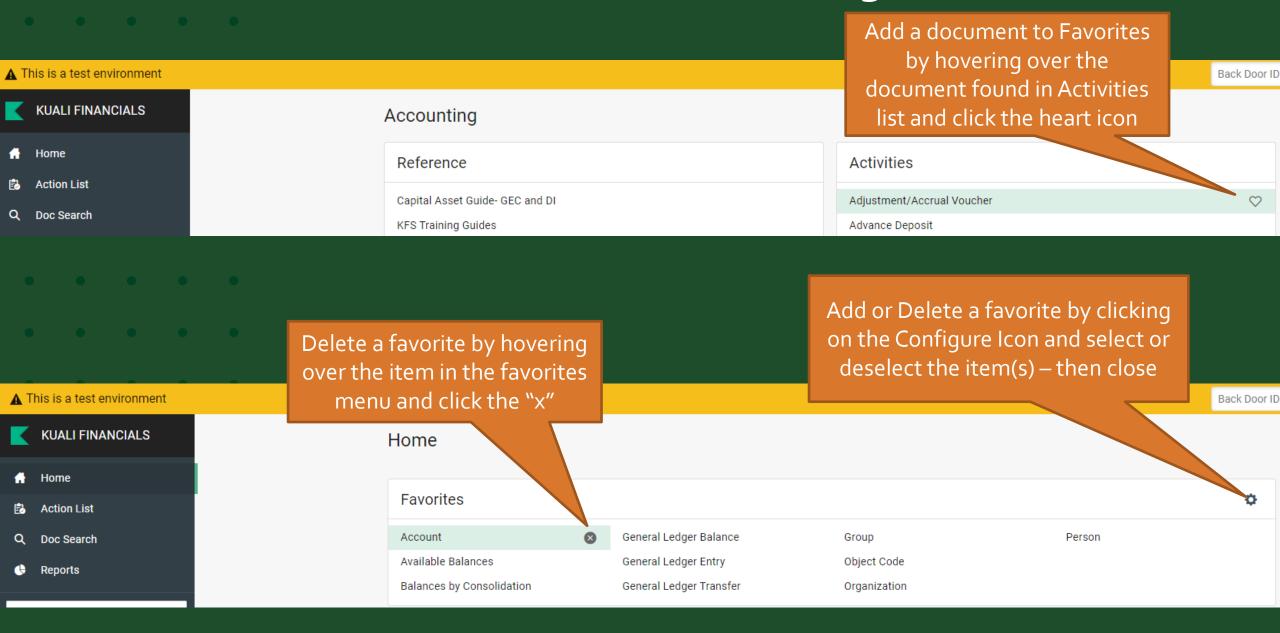
- Resources

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

⚠ This is a test environment   Back Door ID   Login

KUALI FINANCIALS

- 🏠 Home
- Action List
- Doc Search
- Reports

Jump to...   Ctrl+K

- ⊗ 1099
- ▤ Accounting
- ▣ Accounts Receivable
- ⊗ Automated Journal Voucher
- ⊗ Balance Inquiries
- ⊗ BFS ADMINISTRATION
- ⊗ Budget Construction
- 🏛 Capital Assets
- ⊹ Chart of Accounts
- ⊗ CSU TEMP
- ⊗ Procurement & Accounts Pa...
- +3 More Items ▶

- KK Kristine King ▶
- Help
- ⓘ About

- ⊢ Collapse Navigation

Home

Favorites   ⚙

Account	General Ledger Balance	Group	Person
Available Balances	General Ledger Entry	Object Code	
Balances by Consolidation	General Ledger Transfer	Organization	

Action List button

Doc Search button

Favorites Area

Configure Favorites Tool

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.

Kuali Financials (Cloud) – Home screen changes

KUALI FINANCIALS

- 🏠 Home
- 📋 Action List
- 🔍 Doc Search

Back Door ID

Accounting

Reference

Capital Asset Guide- GEC and DI

KFS Training Guides

Activities

Add a document to Favorites by hovering over the document found in Activities list and click the heart icon

Adjustment/Accrual Voucher ♡

Advance Deposit

KUALI FINANCIALS

- 🏠 Home
- 📋 Action List
- 🔍 Doc Search
- 📊 Reports

Back Door ID

Home

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

Favorites ⚙

Account ⊗	General Ledger Balance	Group	Person
Available Balances	General Ledger Entry	Object Code	
Balances by Consolidation	General Ledger Transfer	Organization	

Balance by Consolidation Lookup

Balances By Consolidation Lookup ⓘ

* Fiscal Year:
2022

* Chart Code:
CO

* Account Number:
1356570

Sub-Account Number:

Consolidation Option:
◉ Consolidation   ○ Detail   ○ Exclude Sub-Accounts

Include Cost Share Sub-Accounts:
○ Include   ◉ Exclude

Include Pending Ledger Entry:
◉ No   ○ Approved   ○ All

[Search]   [Clear]   [Cancel]

Search Results

1-2 of 2

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	En[...]ce Amount	Variance
2022	CO	1356570	*ALL*	B	CMPN	Drill Down	254,203.00	94,403.09	151,050.00	8,749.91
2022	CO	1356570	*ALL*	B	GENX	Drill Down	1,700.00	208.41	0.00	1,491.59

Export options: CSV | spreadsheet | XML

Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Varia[...]
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00
Expense	255,903.00	94,611.50	151,050.00	10,241.50
Expense From Transfers	0.00	0.00	0.00	0.00
Total Expense	255,903.00	94,611.50	151,050.00	10,241.50

Available Balance	10,241.50

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 <u>posted</u> 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
    - The new entry made via the GLT can be corrected or transferred using another GLT
    - 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; EXTREF; 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

  o 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

  o Opportunity to override the account expiration or you can use the continuation account or a different account

  o To override the expired account warning, check the box, if not, change the account

GLT – Expired Accounts

Account 5300998 expired 11/30/2021

General Ledger Transfer ?

Doc Nbr : 27173444
Initiator : krisk@colostate.edu

Status : SAVED
Created : 06:49 AM 01/27/2022

EXPAND ALL   COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description : | GLT Training Example Expired Acct |

Organization Document Number : | |

Explanation : | Example related to Expired Acct 5300998 |

FINANCIAL DOCUMENT DETAIL

Total Amount : 4,272.69

ACCOUNTING LINES LOOKUP

University Fiscal Year : 2022

University Fiscal Accounting Period : 05

Chart Code : CO
Colorado State University

Account Number : 5300998
Support of Forest Planning

Object Code : | |

Document Number : | |

Search

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

Viewing rows 1 to 10

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

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

Select?	GLT Document Number	Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Transaction Date	Organization Document Number	Project Code	Organization Reference Id
☐		2022	CO	5300998	-----			AC	AS	03	AD	01	26097659	USDA-USFS-FOREST RESEARCH	-1,282.25	09/01/2021	ACH	---------	00998040
☐		2022	CO	53									1	USDA-USFS-FOREST RESEARCH	-1,303.78	09/10/2021	ACH	---------	0998041
☐		2022	CO	53										USDA-USFS-Forest Research	2,607.57	09/29/2021		---------	998042
☐		2022	CO	5300998	-----	1460	---	AC	AS	03	CLTR	ST	3748	USDA-USFS-Forest Research	-2,607.57	09/29/2021		---------	998042
☐		2022	CO	5300998	-----	1460	---	AC	AS	03	PRJE	MF	5076128-2143	RR (Base)	5,413.50	09/30/2021	444-507612	---------	
☐		2022	CO	5300998	-----	1460	---	AC	AS	03	PRJE	MF	5076129-2144	RR (Base)	812.02	09/30/2021	444-507612	---------	
☐		2022	CO	5300998	-----							MF	5076128-2143	RR (To)	5,413.50	09/30/2021	444-507612	---------	
☐		2022	CO	5300998	-----							MF	5076129-2144	RR (To)	812.02	09/30/2021	444-507612	---------	
☑		2022	CO	5300998	-----							P4	2079	Cheng,Antony S	4,272.69	09/24/2021	2021-09-30	---------	007420
☑		2022	CO	5300998	-----	5012	---	AC	EX	03	PAYD	P4	2079	Cheng,Antony S	1,140.81	09/24/2021	2021-09-30	---------	007420

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.

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

GLT – Expired Accounts
Account 5300998 expired 11/30/2021 – Attempting to move Acct 5391452

University Fiscal Year : 2022
University Fiscal Accounting Period : 05
Chart Code : CO
Colorado State University
Account Number : 5300998
Support of Forest Planning
Object Code :
Document Number :

Search

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.

ACCOUNTING LINES

FROM

COPY ALL   DELETE ALL   HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
2	CO Colorado State University	5300998 Support of Forest Planning ☑ * Account Expired Override	5011 Faculty Salary			007420	4,272.69 P4	2079	Cheng,Antony S	
3	CO Colorado State University	5300998 Support of Forest Planning ☑ * Account Expired Override	5012 Faculty Fringe			007420	1,140.81 P4	2079	Cheng,Antony S	

TOTAL: 5,413.50

TO

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.

DELETE 'TO' LINES   HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
2	CO Colorado State University	5391452 Colorado Forest Restoratio...		5011 Faculty Salary			007420	4,272.69 P4	2079	Cheng,Antony S	
3	CO Colorado State University	5391452 Colorado Forest Restoratio...		5012 Faculty Fringe			007420	1,140.81 P4	2079	Cheng,Antony S	

TOTAL: 5,413.50

GLT – Late Adjustment Certification Tab

GLT 27173444 – From the Expired Acct Example

LATE ADJUSTMENT CERTIFICATION

Errors found in this Section:

- All Late Adjustment tab fields must be completed because a transaction is greater than the number of days authorized. (Troubleshooting information: parameters: DEFAULT_NUMBER_OF_DAYS_LATE_ADJUSTMENT_TAB_REQUIRED or LATE_ADJUSTMENT_DEFAULT_OVERRIDE_BY_SUB_FUND, module: KFS-FP, component: GeneralLedgerTransfer)

Error received because the selected lines were FROM (and TO) a 53xxxxx 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.

Describe in detail the transactions that are being transferred.

This is salary and fringe for Anthony Cheng and he worked on 5391452 but the salary distribution did not get changed in time. Acct 5300998 is now closed.

How did this transaction benefit the project?

Salary & fringe expenses for work done on the project

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

Payroll distribution did not get changed in time to charge the correct account

Why is this adjustment late?

Transaction was found in review of the now expired account. Review was behind due to staffing shortages in the office.

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

Staffing shortages are being reviewed now.

GLT – Certification and responsibility for the transaction

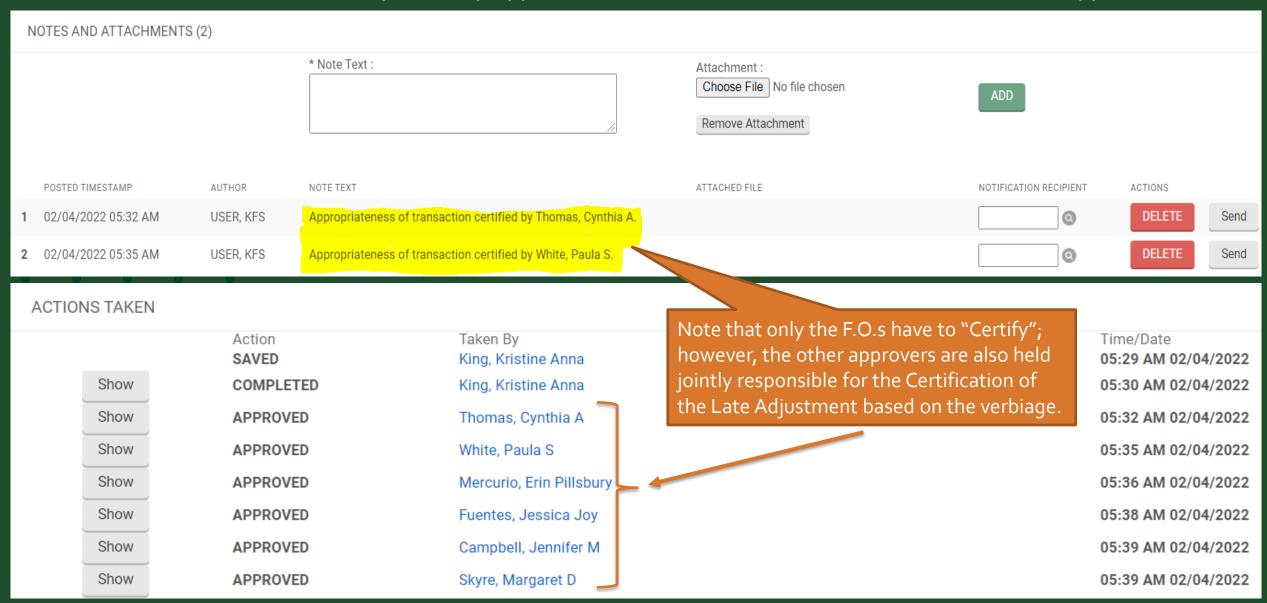GLT #27173444 - Certification/responsibility note that pops up when the Fiscal Officers are approving the GLT.

Back Door ID   Login   Logout

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

Yes   No

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.

NOTES AND ATTACHMENTS (1)

* Note Text :

Attachment :
Choose File   No file chosen

ADD

Remove Attachment

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT	ACTIONS
1	01/27/2022 08:02 AM	USER, KFS	Appropriateness of transaction certified by Thompson, Erica Ann.			Send

GLT – Certification and responsibility for the transaction
GLT #27181010 - Certification/responsibility appeared for both FO's but not for ORG, DIV or ATSP approvers

NOTES AND ATTACHMENTS (2)

* Note Text :

Attachment :
Choose File | No file chosen

ADD

Remove Attachment

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT	ACTIONS	
1	02/04/2022 05:32 AM	USER, KFS	Appropriateness of transaction certified by Thomas, Cynthia A.			DELETE	Send
2	02/04/2022 05:35 AM	USER, KFS	Appropriateness of transaction certified by White, Paula S.			DELETE	Send

ACTIONS TAKEN

	Action	Taken By	Time/Date
	SAVED	King, Kristine Anna	05:29 AM 02/04/2022
Show	COMPLETED	King, Kristine Anna	05:30 AM 02/04/2022
Show	APPROVED	Thomas, Cynthia A	05:32 AM 02/04/2022
Show	APPROVED	White, Paula S	05:35 AM 02/04/2022
Show	APPROVED	Mercurio, Erin Pillsbury	05:36 AM 02/04/2022
Show	APPROVED	Fuentes, Jessica Joy	05:38 AM 02/04/2022
Show	APPROVED	Campbell, Jennifer M	05:39 AM 02/04/2022
Show	APPROVED	Skyre, Margaret D	05:39 AM 02/04/2022

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.

GLT – Partial Transfers

- The amount on the FROM side of the GLT cannot be changed
  - 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)
  - 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

Click "Copy All" to create the first line of the **TO** section.

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

ACCOUNTING LINES ∧

FROM

COPY ALL   DELETE ALL   HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1 CO Colorado State Unive…	2600000 Athletics Administrati…		6225 Computer Hardware/…				2,714.36	01	26979029	C D W Government LLC	⚖ 🔄 📄 🗑

TOTAL: 2,714.36

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 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.

TO

HIDE DETAILS

* CHART	ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	...TION	ACTIONS
1 CO ∨ Colorad…Unive…	2600000 🔍 Athletics Administrati…	🔍	6225 🔍 Computer Hardware/…	🔍	🔍		1,357.18	01	26979029	C D W Governm	⚖ **%** 📥 🔄
2 CO ∨ Colorado State Unive…	2600150 🔍 Marketing Promotions	🔍	6225 🔍 Computer Hardware/…	🔍	🔍		678.59	01	26979029	C D W Governm	⚖ **%** 📥 🔄
3 CO ∨ Colorado State Unive…	2600160 🔍 Training Room	🔍	6225 🔍 Computer Hardware/…	🔍	🔍		678.59	01	26979029	C D W Governm	⚖ % 🔄 🗑

TOTAL: 2,714.36

GLT – Attemtping a PY Correction

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)

General Ledger Transfer ?

DOCUMENT OVERVIEW

OVERVIEW

* Description : GLT Training Example CVMBS

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

ACCOUNTING LINES LOOKUP

University Fiscal Year : 2022

University Fiscal Accounting Period :

Chart Code : CO

Account Number :

Object Code :

Document Number : 25192067

Search

GLT – Attemtping 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

General Ledger Entry Lookup ⓘ

Informational messages in this Section:
- If you were expecting results, it may be that prior year transactions cannot be corrected. (Troubleshooting information: FUND_GROUPS_ALLOWING_PRIOR_YEAR_CORRECTIONS: [], SUB_FUND_GROUPS_ CPAD, CPOTH, CPRR, WATER, WIP, 1FEDSF, 1SPONP, 1DIRLN, 1AEP, 1CPLB, 1CPAD, 1CPOTH, 1CPRR, 1CONFE, CPCOP, 1CPCOP, 1WIP, COPT, EXPSF], module: KFS-FP, component: General Ledger Entry Tra
- If you were expecting results, document 25192067 may have been corrected using the Error Correction button.

Fiscal Year:	Chart Code:
2021	CO

Account Number:	Document Number:
	25192067

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.

Sub-Account Number:	Organization Document Number:

Object Code:	Project Code:

Sub-Object Code:	Organization Reference Id:

Reference Document Type Code:	Reference Origin Code:

Fiscal Period:	Reference Document Number:
07	

Debit/Credit View:
○ Include   ● Exclude

Search   Clear   Cancel

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

  o The **FROM** and **TO** accounting lines with capital object codes will become read only once the "Generate" button is clicked

  o Click "Delete" to make the **TO** line editable again

Reports from Jasper/VistaPlus - Moving to Report Manager

- 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)

  o https://colostate-sbx.kuali.co/cor/main/?return_to=http%3A%2F%2Fcolostate-sbx.kuali.co%2Ffin%2Fwebapp%2Fdashboard%2Fhome#/auth/idpselection/

- 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 Document Guide - [GLT Document Guide](#)

- General Ledger Transfer GLT Training PowerPoint - [GLT Training PPT](#)

- Kuali Cloud and GLT Open Training Sessions – https://csutraining.bridgeapp.com/learner/training/acbe6o8e/enroll

- Kuali Cloud and GLT Training Sessions PowerPoint – to be posted soon

- Kuali Cloud Sandbox - https://colostate-sbx.kuali.co/cor/main/?return_to=http%3A%2F%2Fcolostate-sbx.kuali.co%2Ffin%2Fwebapp%2Fdashboard%2Fhome#/auth/idpselection/

Questions?

Presented by BFS Campus Services

Questions can be sent to Campus Services at:

BFS_Campus_Services@Mail.ColoState.edu

Kris King, Manager – 970-491-7652

Hayley Barnes, Accountant – 970-491-7766

Jim McKune, Accountant – 970-491-4148

Jocelyn Florez, Accountant – 970-491-2801

Thank you

Colorado State University