



Financial Transaction SOP: Financial Processing, General Ledger Transfer

SOP Owner: Financial Processing Manager
Version Number, Date Revised: 1, 07/21/21
Date Implemented:
Approval(s):

Updates

Date	Section	Change

Standard Operating Procedure

1. Purpose

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. If a user adds information to the base accounting line and does not add a cost share sub-account, the GLT will only route to the Fiscal Officer. If a cost share sub-account is added, the transfer will route appropriately. The G LT does not have a year-end version, instead it uses the accounting period drop down functionality and permissions to post year end transactions.

The GLT e-docs makes it easier to move transactions by being able to search for the transaction data. It also helps to avoid duplicate corrections by tagging the original transaction as “already adjusted”. It maintains a better audit trail by automatically cross referencing the transaction. The GLT e-doc reduces the amount of manual input required to make changes to: accounts, transactions, or accounting lines by pre-populating existing information.

The GLT is used to adjust 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.

2. Scope

- Business Service Centers
- Anyone with a financial role at the university
- Department / Unit finance managers
- Department administrators
- Financial specialists
- Central finance (accounting / budget) staff
- Fiscal Officers (FO) / delegates (primary / secondary)



3. Prerequisites (Forms / Tools)

- Basic knowledge / training on KFS
- Basic understanding of Financial Processing transactions (requires a “Financial Processing, Overview” SOP and tutorial: will also cover scanning / attaching and transaction descriptions / line-item descriptions)
- Understand when to use the GLT e-doc
- Understand which object sub-types are prohibited on the transaction
- Understand when not to use a GLT e-doc because a different e-doc should be used

4. University Policy

Current:

- 3.14 [Business Expenses](#)
- 4.2 [Transaction Authority and Payment Approval](#)
- 4.7 [Retention of University Records](#)

5. Responsibilities

- Requestor: a proposed, additional, optional step whereby a request for a GLT is sent to a KFS user who has the authority / ability to initiate the e-doc (“Initiator”). Requestor is not a KFS-user role—it is locally delegated authority. Requestor role is being defined as an individual within local units who has been identified by the organization as having the authority to request a GLT.
- Initiator: Initiator is responsible for preparing a GLT and must understand the institutional need for a GLT financial transaction. (This individual may or may not be the same as the Requestor.) An Initiator will have a financial role at the university.

Before initiating a GLT transaction on behalf of the university, it is the responsibility of the Initiator to assess whether the proposed transaction is in support of the university’s mission.

- Other roles:



- A. Within unit
 - FO is responsible for approving the GLT and understanding applicable policies, inherent business rules, and KFS.
- B. Central only
 - C&G processor (specific to C&G accounts). This review step will be required if the transaction includes a C&G account.

The following guidelines must be adhered to:

- In cases where the Initiator and Requestor are not the same person, the Initiator ensures that the Requestor has the authority to request a GLT transaction.
- Any necessary prior approvals have been acquired.
- The correction is Cornell-allowable.
- The correction is,
 - in furtherance of the university missions,
 - ordinary and reasonable,
 - within planned budgetary constraints,
 - in compliance with any funding designations and/or guidelines,
 - in compliance with appropriate university policies and procedures, and
 - in compliance with operating unit guidelines.
- There is appropriate documentation. *Best Practice recommendation:* Attach back-up / relevant documentation whenever possible; in situations where documentation is not attached, clearly indicate where back-up documentation is located. More information on scanning / attaching will be included in the “Financial Processing, Overview” SOP.
- Restrictions are in place to control what can and cannot be processed on a GLT, some examples follow:
 - Only AC balances allowed
 - Salary, Wage and Fringe transactions are disallowed
 - Transfer Object Codes are disallowed
 - Indirect Cost object codes are disallowed
 - Auxiliary Voucher Accrual Type entries are disallowed (a reversal date has already been designated)

6. Procedure

The most common use-cases for the General Ledger Transfer follow a simple three-step process:

1. Pull transactions into the GLT that need to be transferred
2. Enter new accounting information such as chart, account, object code, and amount
3. Submit for approval



General Ledger Transfer e-doc procedure:

Accounting

- Activities
 - Advance Deposit
 - Auxiliary Voucher
 - Budget Adjustment
 - Disbursement Voucher
 - Distribution Of Income And Expense
 - General Ledger Transfer**
 - Indirect Cost Adjustment
 - Internal Billing
 - Pre-Encumbrance
 - Transfer Of Funds
 - Year End Budget Adjustment
 - Year End Distribution Of Income And Expense
 - Year End General Error Correction
 - Year End Transfer Of Funds

General Ledger Transfer is located in Accounting under Activities

Figure 1 – KFS Financial Processing, Transactions

General Ledger Transfer

Doc Nbr : 37976122 Status : INITIATED
Initiator : jlc269 Created : 10:47 AM 07/27/2021

EXPAND ALL COLLAPSE ALL

- DOCUMENT OVERVIEW
- ACCOUNTING LINES LOOKUP
- ACCOUNTING LINES
- ACCOUNTING LINES FOR CAPITALIZATION
- CREATE CAPITAL ASSETS
- MODIFY CAPITAL ASSETS
- LATE ADJUSTMENT CERTIFICATION
- GENERAL LEDGER PENDING ENTRIES
- NOTES AND ATTACHMENTS (0)
- AD HOC RECIPIENTS
- ROUTE LOG

Submit Save Close Cancel

Figure 2– General Ledger Transfer e-doc



Step 1: Pull transactions into the GLT

DOCUMENT OVERVIEW ^

OVERVIEW

* Description : Explanation :

Organization :

Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

Figure 3– General Ledger Transfer e-doc, Document Overview Tab

ACCOUNTING LINES LOOKUP ^

University Fiscal Year :

Chart Code :

Account Number :

Object Code :

Document Number :

Figure 4– General Ledger Transfer e-doc, Accounting Lines Lookup Tab

Excluded Object

Object Level	
DEPX	Depreciation
Object Sub-Level	
BU	Budget Only Object Code
FR	Fringe Benefits
SW	Salary and Wages
FA	Fixed Assets



TN	Transfers-Nonmandatory
TF	Transfers- Cost Share Only
Object Type	
FB	Fund Balance

Chart Code	Chart Description
CS	Consolidated Subs
CU	CU Consolidated Financial Report
EL	Eliminations
EO	External Organizations
FS	Financial Statements
FX	External Financial Statements
IT	Ithaca Campus
MC	Weill Medical College



When you have found the transactions you want to transfer, select and return them to the GLT, where they will show up in the **Accounting Lines FROM** section of the document.

ACCOUNTING LINES [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT NUMBER	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
IT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	+

TO HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT NUMBER	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
IT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	+

Figure 5– General Ledger Transfer e-doc, Accounting Lines Tab

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 current transaction debit/credit in order to reverse it.

See [Detailed Instructions for Accounting Lines Import](#) in this article for more details about finding existing transactions and pulling them into the GLT.

Step 2: Enter new accounting information

Use the COPY ALL button in the **FROM** section to pre-fill information in the TO section of the Accounting Lines. Then you can start filling in values for chart, account, object code, amount, etc.

ACCOUNTING LINES

FROM copy all COPY ALL DELETE ALL HIDE DETAILS

* CHART	* ACCOUNT NUMBER	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
IT	G254710		6560				6,400.00	01	34237710	Ricoh USA Inc	↺ ↻
							TOTAL:	6,400.00			

TO DELETE TO LINES HIDE DETAILS

TOTAL: 0.00

Figure 6– General Ledger Transfer e-doc, Accounting Lines Tab



You can use features like *Split* and *Copy Down* to facilitate this step.

- *Split* turns one accounting line into two and copies all the information from the original.
- *Copy Down* lets you choose a field and copy the value in that field to all the lines below it.

Make sure the transaction amounts for each origin code and reference document number on the FROM side equal the amounts for each origin code and reference document number on the TO side.

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

Step 3: Submit for approval

After you submit the document, the following approvals may be required:

- Fiscal Officer
- Organization Review
- Sub-Fund
- Contracts & Grant

As with all documents in Quali Financials, you can use ad hoc routing to involve specific individuals that may not be included in the approval workflow.

AD HOC RECIPIENTS ^

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
<input style="width: 80%;" type="text"/> ⊕	APPROVE ▼	ADD

AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/> ⊕	APPROVE ▼	ADD

Figure 7– General Ledger Transfer e-doc, Ad Hoc Recipients Tab



Detailed Instructions for Accounting Lines Search and Return

This section offers more detailed instructions on finding existing transactions and adding them into the General Ledger Transfer.

1. Find Existing Transactions

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 and account** or a **document number**. You can use all three. You can also use **object code** to narrow your search even more.

ACCOUNTING LINES LOOKUP ^

University Fiscal Year:

Chart Code:

Account Number:

Object Code:

Document Number:

Figure 8– General Ledger Transfer e-doc, Accounting Lines Lookup Tab

When you press '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.

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	Org Ref
<input type="checkbox"/>		2022	IT	0254710		6580		AC	EX	12	DVCA	01	33886361	Headphone reimbursement	45.00	06/30/2020			
<input type="checkbox"/>		2022	IT	0254710		6580		AC	EX	12	DVCA	01	33886362	Cable reimbursement	30.00	06/30/2020			
<input type="checkbox"/>		2022	IT	0254710		6580		AC	EX	12	DVCA	01	33886360	Web Cam reimbursement	50.00	06/30/2020			

Figure 9– General Ledger Transfer e-doc, General Ledger Entry Lookup Search Results

Some transactions, such as salary transactions and offsets, 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.



2. Select Transactions & Add Them to the GLT

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.

Select All From All Pages		Deselect All From All Pages		Select All From This Page		Deselect All From This Page		Return Selected											
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	Org Refe
<input type="checkbox"/>		2020	IT	G254710	---	6580	---	AC	EX	12	DVCA	01	33486361	Headphone reimbursement	45.00	06/30/2020			
<input type="checkbox"/>		2020	IT	G254710	---	6580	---	AC	EX	12	DVCA	01	33486362	Cable reimbursement	30.00	06/30/2020			
<input type="checkbox"/>		2020	IT	G254710	---	6580	---	AC	EX	12	DVCA	01	33486360	Web Cam reimbursement	50.00	06/30/2020			

Figure 10– General Ledger Transfer e-doc, Selecting transactions

Once you have selected the transactions you would like to transfer, press the 'Return Selected' control. You will then be put back in 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.

GLT Special Cases

The following sections provide information for special cases related to the General Ledger Transfer.

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 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.

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 <screenshot> 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 logic.

Adding Additional Information to Accounting Lines

There will be times when you might need to add additional details to an accounting line, such as, sub-account, sub-object code, project code or organization reference ID. The primary accounting line data (chart, 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 this 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.

Refer to the article [Accounting Lines Capitalization. Create and Modify Assets tabs](#) for details.

Late and Prior Year Transfers

If a transaction is over a specified number of days, then you may be required to complete the Late Adjustment Certification tab. Exceptions to the default can be established by sub-fund.

If any field in this tab is completed, all fields must be completed.

The Fiscal Officer or delegate will be prompted to acknowledge the following attestation when they approve the document:

I hereby certify that these transactions 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.

Default Number of Days Late Adjustment Tab Required:

The Late Adjustment tab will be required when the transaction being transferred exceeds the number of days specified (365 days).

Late Adjustment Default Override by Sub-Fund:

If the account used includes Sub-Funds specified in this parameter the number of days associated with the Sub-Fund should be used instead of the default to determine whether or not the Late Adjustment tab is required (90 days). Examples of Sub-Funds included are:

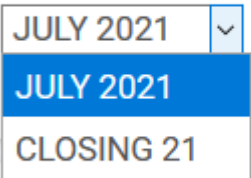
APFEDL (Federal Appropriations)
ARRAFD (ARRA: Federal)
ARRANG (ARRA: Non- Governmental)
CGFEDL (Federal)
CGGIFT (Sponsored Gifts)
CGNGOV (Non-governmental)



Year End

The GLT will be using the Accounting Period drop down functionality to process transactions in the 13th period as part of closing the year. To post an adjustment to the 13th period, select "Closing <FY>" from the Accounting Period drop down.

Total Amount :

A screenshot of a dropdown menu for the Accounting Period. The menu is open, showing three options: "JULY 2021" (selected and highlighted in blue), "JULY 2021", and "CLOSING 21". The dropdown is positioned over a horizontal line that represents the input field.

JULY 2021	▼
JULY 2021	
CLOSING 21	



Best Practice recommendation: Process a GLT as soon as an error is discovered. Waiting to make multiple corrections—as opposed to processing a GLT in a timely manner when an error is first discovered—will increase the likelihood of duplication. When processing a GLT to correct multiple accounting lines, use the “line description” feature to differentiate accounting-line-specific information.

Workflow

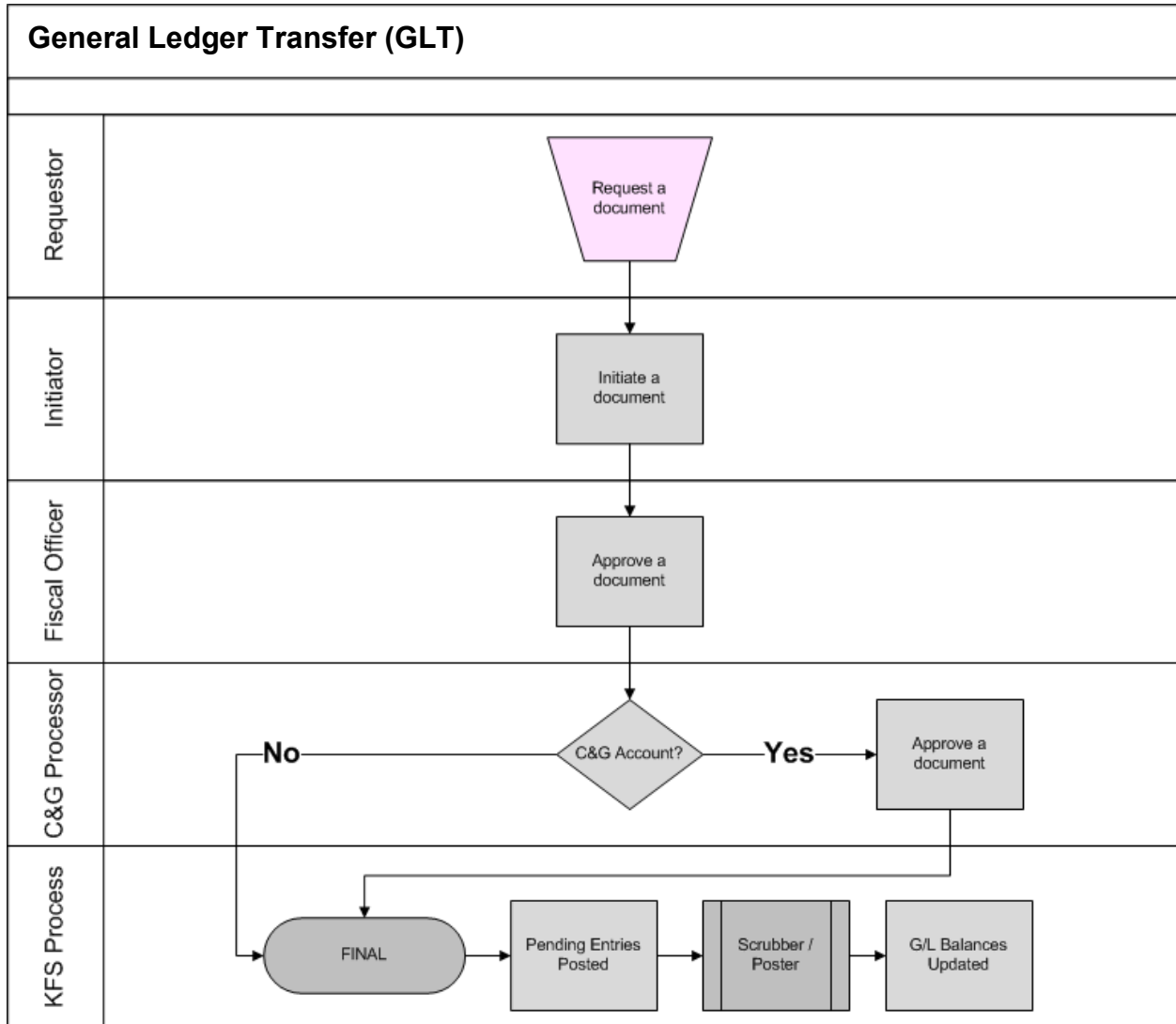


Figure 11 – General Ledger Transfer workflow



Definitions

- a. [KFS at CU: Chart of Accounts](#)
- b. [KFS at Cornell Glossary](#)
- c. [Old World / New World, Definitions, Helpful Information](#)

References

- KFS “Basics” tutorials
KFS “FP: General Ledger Transfer” tutorial