**Labor Distribution Module**

**Benefit Expense Transfer (BT)**

The Benefits Expense Transfer (BT) document is used to transfer benefit charges for a particular accounting period or set of periods from one or more accounts to one or more other accounts. The benefit changes are grouped by benefit type within an object code.

1. **What is it?**

The Benefits Expense Transfer document is used to transfer benefit charges for a particular accounting period (or set of periods) from one or more accounts to another account (or accounts).

2. **Why is it used?**

This document is used in the case where benefits expense has been charged to an incorrect account. This happens mainly in the case of some contract and grant accounts that are to be charged for wages only, not benefits.

3. **Who uses it?**

Account managers and support staff, payroll clerks, and contracts and grants staff are typical users of the BT.
4. When is it used?
The BT document is used when benefits expense needs to be transferred for a given period.

The Benefits Transfer document cannot be used to transfer benefits for a specific person. Only the account number is specified on the document.

5. Where do I find the BT document?
The Benefit Expense Transfer document is found in the Labor Distribution module in KFS. You have the choice to create a new document or search for an existing one.

6. How does it work?
When the user selects the Benefit Expense Transfer from the Main menu, the system displays the Benefit Expense Transfer document with a new document ID.

7. What is unique about it?
The BT document has a unique Ledger Balance Importing tab in addition to the standard Labor Ledger transaction tabs.

This document allows the user to:

- Select benefit expense records from the Labor Ledger via the Labor Balance Importing tab.
- Make changes to the amounts in the From section of the Accounting Lines tab and/or deleting the line(s).
- Copy the Benefit Expense record(s) to be changed from the From section to the To section of the Accounting Lines tab.
- Make changes to the account and/or amount in the To section of the Accounting Lines tab and submit the document.

**Ledger Balance Importing Tab**
The Ledger Balance Importing tab allows a user to enter criteria to search for the Labor Ledger record that needs to be corrected.

![Ledger Balance Importing Tab](image)

**Table 1: Ledger Balance Importing tab definition**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Required. Defaults to the current fiscal year. Override the fiscal year if desired or search for it from the Fiscal Year lookup.</td>
</tr>
<tr>
<td>Chart</td>
<td>Required. Enter the chart code or search for it from the Chart lookup.</td>
</tr>
</tbody>
</table>
Benefits Expense Transfer documentation

1. Enter the required fiscal year, chart, account and, if desired, the sub-account and/or employee ID. Click search.

   The system displays the Ledger Balance Lookup for Benefit Expense Transfer Document screen. Balances are displayed by accounting string and accounting period. (See figure 2 below)

2. Make changes to the selection criteria as necessary and click search again.

   Search results are displayed beneath the lookup fields.

3. From the results, select one or more months to correct by clicking the appropriate check boxes.

The following options are available in the Ledger Balance Importing tab:

- Click select all to select all check boxes in the Select? column.
- Click unselect all to clear all check boxes in the Select? column.
- Click cancel to return to the previous screen without making selections.
- Click return selected after making your selections to populate the From section of the Accounting Lines tab.

**Accounting Lines Tab**

The From section of the Accounting Lines tab is populated by selecting Labor Ledger records using the Ledger Balance Importing tab. Amounts in the From section may be edited as necessary as long as the new amount does not exceed the original amount imported from the Ledger Balance Lookup.
### Editing the “From” Section

- **delete**
  - To delete the line, click the delete button in the Actions column.
- **delete all**
  - To delete all lines, click the delete all button located above the Actions column.
- **revert**
  - To refresh the line to the original state, click the revert button in the Actions column.
- **bal inquiry**
  - To inquire G/L balances, click the bal inquiry button.

### Creating Entries in the “To” Section

After the From section has been completed, the user has two options for copying the rows to the To section.

- **copy**
  - To copy an individual row in the From section to the To section, click copy in the Actions column.
- **copy all**
  - To copy all rows in the From section to the To section, click copy all located above the Actions columns.
Editing the “To” Section

The user may make changes to the Chart of Accounts fields and the Amt fields on the To section.

- **delete** To delete the line, click the delete button in the Actions column.
- **delete all** To delete all lines, click the delete all button located above the Actions column.
- **bal inquiry** To inquire General Ledger balances, click the bal inquiry button.

**Very Important!** An amount may not be transferred if it exceeds the Labor Ledger balance total for the fiscal year, pay period, chart, account, sub-account, object, and sub-object shown in the From section.

**Very Important!** When moving salary or fringe benefits to an account that has been coded not to accept fringe benefits, the user must select the Non-fringe Override check box or a different account before the line may be added. The check box appears only in the Salary Expense Transfer (ST) and Benefit Expense Transfer (BT) documents in the Labor Distribution module.

Select the Non-fringe Override check box to use the defined fringe account for this account.
Process Overview

Business Rules

- Only fringe benefit labor object codes are allowed on this document.
- Benefit transfers between different fringe benefit object codes are not permitted. Object codes cannot be changed in the To section.
- The document must have at least one From section and one To section.
- The total amount in the From section must equal the total amount in the To section in the Accounting Lines tab. Other pending Benefit Transfer documents involving the same account, sub-account, object code, sub-object code, year and period entries are taken into account as well. This prevents the same benefit expense from being moved more than once.
- The amount transferred may not be greater than the original Labor Ledger balance amount.

Very Important! Fringe Benefit Object Code: The fringe benefit object codes are defined by the Labor Object Code document. The Financial Object Fringe or Salary Code value must be set to 'F' for the Object Code.

Routing

Fiscal officers for all From and To accounts must approve the BT document. The document will also follow Organization Review, Subfund and Award (Contracts and Grants) routing if it has been established. Additional approvals may be designated through ad hoc routing. The document's status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the Labor Ledger and then to the G/L during the next G/L batch process.

Initiating a BT Document

1. Log into OneStart with OTP token, click on the Administrative Systems tab and select the Kuali Financials portal.
2. In KFS Modules alphabetic list, scroll down to Labor Distribution section. Click on the Create button next to Benefit Expense Transfer document. The system displays a blank BT document.
3. Complete the Ledger Balance Import and Accounting Lines tabs, enter values for the Fiscal Year, Chart, Account, and Sub-Account fields and click search.
4. Make selections and click return selected.
5. Make necessary amount changes and/or delete unwanted lines in the From section of the Accounting Lines tab, then copy or copy all the desired rows to the To section and edit those lines as necessary.
6. Click submit. The document is routed to the fiscal officer of the account and may do additional routing as described above.
7. Review the Labor Ledger Pending Entries tab.
8. Review the Route Log tab. The document is routed to the fiscal officers for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.
9. Appropriate fiscal officers and other reviewers approve the document.
Example

Fringe benefit expenses were found in the expired contracts and grant (CG) account (4031436), but these benefit expenses should have been posted to a non-CG account. The Benefit Expense Transfer document allows an operating unit to transfer expenses to the correct non-CG account (1031400).

Additional Information and Special Features

Expired Override Check Box

When the expired account is selected in the From account, the system displays a warning, but it allows the expenses to be transferred. If the To account is expired, the Expired Override check box must be selected.
**Fiscal Year Field**

The Fiscal Year field in the departmental information section is used differently in this document as compared to other financial processing documents. In the BT document, this field is used to load the appropriate data onto the Labor Ledger Balance screen. If, for example, you needed to transfer benefit data from both the 2011 fiscal year as well as the 2012 fiscal year, you would need to access this field a second time after you loaded your 2011 From lines and key 2012 into the fiscal year field. This would allow you to load the appropriate 2012 amounts in the From lines.

Also, please note that each From and To line item has a fiscal year associated with it. This is the fiscal year for which that particular entry’s expense is being moved.

**Pending Ledger Entries**

As with other financial documents, Labor Ledger Pending Ledger Entries are created immediately as part of the routing process. These accounting entries are useful in helping you see what effect your transaction has on an account’s current balance. Summary total and record count of approved Labor Ledger pending entries are fed by balance type, origin code, fiscal year and period.

You may view the pending ledger entries by double clicking on the Labor Ledger Pending Entries on a BT document before it has been approved and posted to the general ledger through the nightly batch cycle.

These entries for the BT document are more complex than for other financial documents because of the A21 reporting requirements to accurately report the effort expended in the payroll period being adjusted (rather than in the current period as is done on the general ledger), the other two ledger entry lines with Balance Type code of A2 (for A21 reporting) are also necessary for each line item on the BT document. In this example, for A21 purposes, lines 1 and 2 offset each other as current period entries so that the credit amount on line 3 will be reflected in the original pay period on the A21 report. This pattern is followed with every three ledger entry lines corresponding to each line item on the document.