Financial Processing Module

General Error Correction (GEC)

The General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.

By consistently referring to the details of each transaction being corrected, the GEC preserves and maintains the audit trail. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the GEC.

Document Layout

The GEC document only has the standard financial transaction document tabs and does not have any unique tabs of its own.

For information about the standard tabs such as Document Overview, Notes and Attachments, Ad Hoc Recipients, Route Log, and Accounting Lines tabs, see “Standard Tabs” in the IU KFS Overview and Introduction.

Here is what the GEC document looks like:

Accounting Lines Tab

The “From” Zone (decreases amounts)

This zone automatically decreases the income or expense associated with the object code entered.

- the use of an income code decreases the income line (i.e., it debits income)

- the use of an expense code decreases expense lines (i.e., it credits expense)

- identify the prior document number and describe the transaction in the “Reference Number” and “Description” fields

- no negative amounts are allowed
The “To” Zone (increases amounts)
This zone automatically increases the income or expense associated with the object code entered.

- the use of an income code increases the income line (i.e., it credits income)
- the use of an expense code increases expense lines (i.e., it debits expense)
- identify the prior document number and describe the transaction in the “Reference Number” and “Description” fields
- no negative amounts are allowed

<table>
<thead>
<tr>
<th>Code</th>
<th>Pre-KFS Launch Definition</th>
<th>Post-KFS Launch Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>FIS</td>
<td>KFS (incl. Purchasing), PDP</td>
</tr>
<tr>
<td>PD</td>
<td>PreDisbursement Processor (DVs with Check/ACH payment)</td>
<td>PreDisbursement Processor for docs initiated prior December 22, 2012 <em>retired</em></td>
</tr>
<tr>
<td>EP</td>
<td>EPIC</td>
<td>EPIC for docs initiated prior December 22, 2012 <em>retired</em></td>
</tr>
<tr>
<td>TR</td>
<td>Travel</td>
<td>Travel</td>
</tr>
<tr>
<td>PL</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
</tbody>
</table>

**Important Note:** There are instances where all of your transaction lines will be entered into a single zone.

**Important Note:** The Year-End General Correction (YE) document is available only during the fiscal year-end close.

**Warning!** Do not use the GEC to transfer or correct salary, wages, or benefits. The GEC does not accept compensation object codes. Use the Salary Expense Transfer or Benefit Expense Transfer documents instead.

**Process Overview**

**Business Rules**

- Debits must equal credits.
- The KFS automatically generates cash offset entries (only object code 8000) as defined by the information entered into the document.
- Object codes associated with an object consolidation of “Fund Balance” are prohibited.

The following object sub-types are prohibited on this document:

**Restricted object sub types in the GEC document:**

<table>
<thead>
<tr>
<th>Sub-Type</th>
<th>Description</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Budget Only Object Codes</td>
<td>Use Budget Adjustments (BA) document.</td>
</tr>
<tr>
<td>CA</td>
<td>Cash</td>
<td>Use Journal Voucher (JV) document.</td>
</tr>
<tr>
<td>FB</td>
<td>Fund Balance</td>
<td>Use Journal Voucher (JV) document.</td>
</tr>
<tr>
<td>FR</td>
<td>Fringe Benefits</td>
<td>Use Benefits Expense Transfer document.</td>
</tr>
<tr>
<td>HW</td>
<td>Hourly Wages</td>
<td>Use Salary Expense Transfer document.</td>
</tr>
<tr>
<td>LD</td>
<td>Loss on Disposal of Assets</td>
<td>Use CAMS Documents.</td>
</tr>
<tr>
<td>MT</td>
<td>Mandatory Transfers</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>OP</td>
<td>Other Provisions</td>
<td>Use Auxiliary Voucher (AV) document.</td>
</tr>
<tr>
<td>SA</td>
<td>Salaries and Wages</td>
<td>Use Salary Expense Transfer document.</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>TF</td>
<td>Transfer of Funds</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>TN</td>
<td>Transfer - Generic</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>WO</td>
<td>Write-Off Expense</td>
<td>Use Distribution of Income/Expense (DI) document.</td>
</tr>
</tbody>
</table>

**Initiating a GEC Document**

1. Select General Error Correction from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.
2. Log into the KFS as necessary.
   A blank GEC document with a new document ID appears.
3. Complete the standard tabs.
   - The **Accounting Lines** tab of the GEC document varies slightly from other types of financial transaction documents:
   - The **Ref Origin Code** is a required field. This code identifies the system that created the transaction being corrected.
   - The **Ref Number** is a required field on the GEC document. This field identifies the document number of the document being corrected.

**Important Note:** The **Ref Number** cannot contain any special characters. If you need to reference document numbers that contain special characters, these special characters can be omitted in this field. (i.e. ID billing doc numbers)

   - The **Line Desc** box is optional and can be used to enter a description specific to that line of the GEC. If left blank, the description from the **Document Overview** tab passes to the G/L for that line of the transaction.

   For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, **Accounting Lines** and **Capital Edit** tabs, see “Standard Tabs” in the **IU KFS Overview and Introduction**.

4. Click **submit**.
5. Review the **General Ledger Pending Entries** tab.
   This document automatically generates cash offset entries to cash or fund balance object codes.
6. Review the **Route Log** tab.
   The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows ‘ENROUTE’.
   For information about the Route Log tab, see “Route Log” in the **IU KFS Overview and Introduction**.
7. Appropriate fiscal officers and organization reviewers approve the document.
   For more information about how to approve a document, see “Workflow Action Buttons” in the **IU KFS Overview and Introduction**.

**Example**

Supplies were charged to an incorrect account. Use the **From** section to move the expense (credit expense) from the incorrect account and the **To** section to charge expense to the correct account (debit expense). The correct expense is debited and the incorrect expense is credited. The GEC document allows users to easily make corrections to documents previously submitted and approved.
Routing

Fiscal Officers for all accounts must approve the GEC document. Additional approvals may be established within the institution's review hierarchy or set up through Ad Hoc routing. The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.