



UNIVERSITY OF HAWAII

**General Error Correction
User Guide**

Fiscal Services Office

September 2019

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General Error Correction

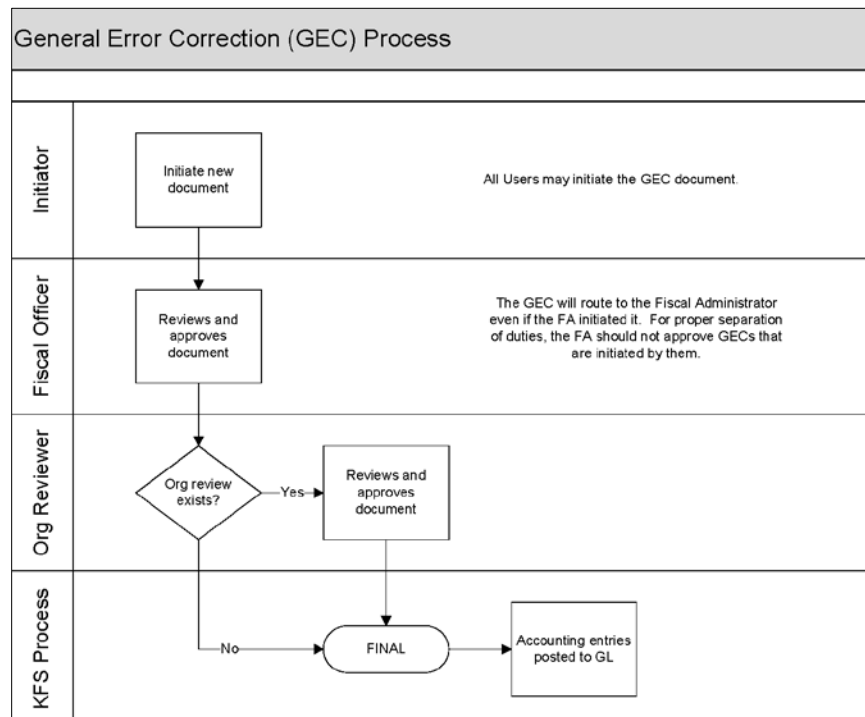
The General Error Correction (GEC) document is used to correct inappropriate or incorrect **non-labor ledger** transactions that have already posted to the General Ledger (GL). By referencing the origin code and the document number of the original transaction, the GEC preserves and maintains the audit trail. Common uses of the GEC are to correct transactions posted to a continuation account or to correct the account or object code for PCDO (Procurement Card Document) transactions. To correct labor ledger transactions, use the ST-Salary Transfer.

The GEC should not be used for the following transactions:

| Transaction Description | Use Doc Type |
|---|--|
| To correct errors on budget allocation (base budget, current budget or both) accounts, object codes or amounts. | BA-Budget Adjustment or SSBA-Single Sided Budget Adjustment |
| To distribute income or expenses from a holding account to one or more accounts when one account has incurred expenses or received income on behalf of one or more other accounts. | DI-Distribution of Income and Expense |
| To correct or transfer salary and fringe benefit expenses from one account to one or more accounts. | ST-Salary Transfer |
| To correct transfer of funds (cash) between accounts as mandated by contractual agreements or to correct allocation of unrestricted cash as authorized by the Hawaii State Legislature or other governing agency. | TF-Transfer of Funds |

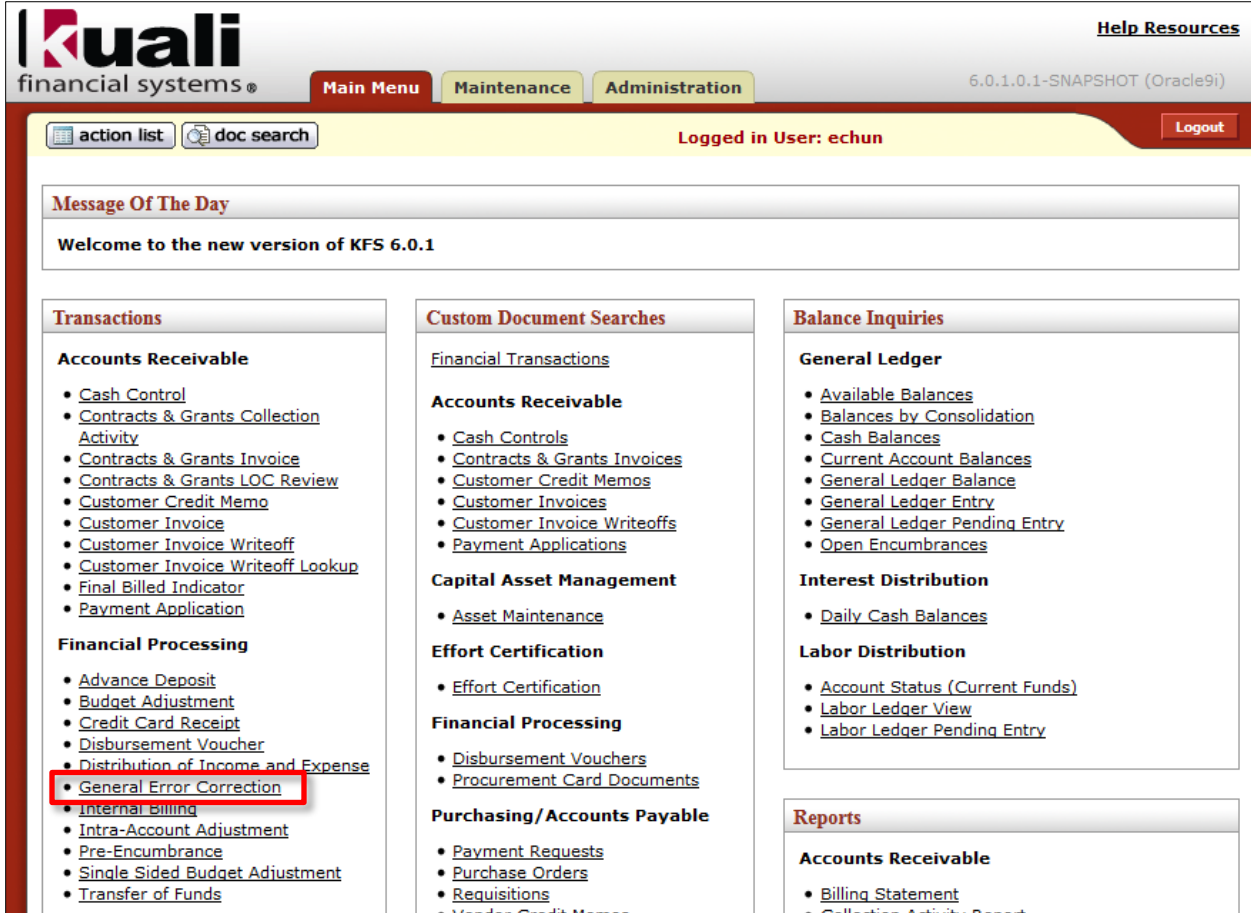
General Error Correction Workflow

The GEC document may be initiated by any Kualii Financial System (KFS) user, but the document will route to the Account Fiscal Administrator or Account Delegate for approval. Further approval may be required by an Organization Reviewer if established. The following diagram illustrates the general workflow of the GEC document, including applicable KFS roles in the routing cycle and processing requirements of each.

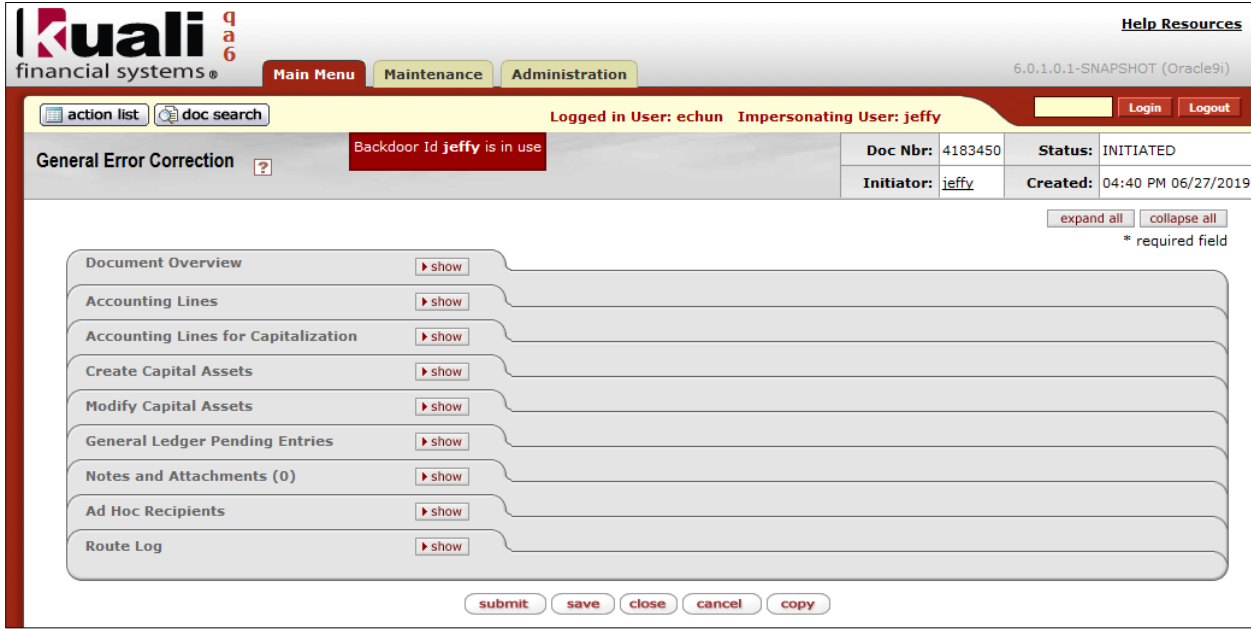


Creating a General Error Correction

To create a GEC document (eDoc), go to the Main Menu, Transactions, Financial Processing and select General Error Correction.



The GEC eDoc contains the standard document header, 9 tabs, and 5 action buttons.



For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Accounting Lines Tab

The accounting information for the transactions being corrected is entered in the Accounting Lines tab. There are two sections in this tab: **From** and **To** that includes two additional required fields for the GEC: Reference Origin Code and Reference Number.

From Section

Accounting lines entered in the **From** section of the document represents a **decrease** in income (revenue), expense, asset or liability.

- **Chart – (Required)** Select the Chart code from the Chart List. Default chart code is based on the initiator’s primary department chart code.
- **Account – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object – (Required)** Enter the object code or search for it from the Object Code lookup.
 - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and object sub-types are **not allowed** on this document.
- **Sub-Object – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project – (Optional)** Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id – (Optional)** Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount – (Required)** Enter the amount of this accounting line.
 - Negative amounts are **not allowed**.
- **Reference Origin Code – (Required)** Enter the origin code of the original transaction being corrected or search for it from Origination Code lookup. **
- **Reference Number – (Required)** Enter the document number of the original transaction being corrected. **
- **Line Description – (Optional)** Enter Line Description data to further identify the transaction. (Limited to 40 characters).
 - The accounting line description data will be displayed in the GL inquiry instead of the Document Overview tab Description.
- **Actions – (Required)** Click the ‘add’ button to add the accounting line information.

**** KFS does not validate this data therefore user must ensure that the data entered in these fields are the same as the original transaction being corrected.**

To Section

Accounting lines entered in the **To** section of the document represents an **increase** in income (revenue), expense, asset or liability.

- **Chart – (Required)** Select the Chart code from the Chart List. Default chart code is based on the initiator’s primary department chart code.
- **Account – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object – (Required)** Enter the object code or search for it from the Object Code lookup.
 - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and sub-types are **not allowed** on this document.
- **Sub-Object – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project – (Optional)** Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id – (Optional)** Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount – (Required)** Enter the amount of this accounting line.
 - Negative amounts are **not allowed**.
- **Reference Origin Code – (Required)** Enter the origin code of the original transaction being corrected or search for it from Origination Code lookup. **
- **Reference Number – (Required)** Enter the document number of the original transaction being corrected. **
- **Line Description – (Optional)** Enter Line Description data to further identify the transaction. (Limited to 40 characters).
 - The accounting line description data will be displayed in the GL inquiry instead of the Document Overview tab Description.
- **Actions – (Required)** Click the ‘add’ button to add the accounting line information.

**** KFS does not validate this data therefore user must ensure that the data entered in these fields are the same as the original transaction being corrected.**

Important Note: For eDocs with Accounting Lines in the **From** and **To** format, accounting information can either be entered in both the From and To sections, or only in the From section or only in the To section, depending on the object codes used.

The following matrix displays the effects of using the FROM or TO sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

| Object Type Code | Object Type Name | Increase | | Decrease | |
|------------------|-------------------------|------------------|-----------------|------------------|-----------------|
| | | Debit or Credit? | Accounting Line | Debit or Credit? | Accounting Line |
| AS | ASSET | Debit | TO | Credit | FROM |
| LI | LIABILITY | Credit | TO | Debit | FROM |
| IN | INCOME-CASH | Credit | TO | Debit | FROM |
| EE | EXPENDITURE NOT EXPENSE | Debit | TO | Credit | FROM |
| EX | EXPENSE EXPENDITURE | Debit | TO | Credit | FROM |

For example, a credit (decrease) for RCUH-WAGES (Object Code 2087 Object Type=EX-Expense Expenditure) was posted to a continuation account due to the expiration of the intended account. To clear the continuation account and record the transaction in the correct account, the original transaction would be entered in the **To** section to record a debit (increase) for Object Code 2087 in the continuation account and the entry for the correct account would be entered in the **From** section to record a credit (decrease) for Object Code 2087.

Refer to the General Error Correction Examples and Scenarios section for additional information.

Capital Asset Related Tabs

When a **capital asset object code** is used in the Accounting Lines tab, the Accounting Lines for Capitalization, Create Capital Assets and Modify Capital Assets tabs are required to be completed. The tabs are used to create and/or modify single or multiple asset records related to the financial transaction.

| | |
|-------------------------------------|------------------------|
| Accounting Lines for Capitalization | ▶ show |
| Create Capital Assets | ▶ show |
| Modify Capital Assets | ▶ show |

For more information, please refer to the Capital Asset Management Financial Processing eDoc at:
http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/Capitalization_Financial_Processing_eDoc.pdf

General Ledger Pending Entries Tab

After the GEC eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.

| General Ledger Pending Entries ▼ hide | | | | | | | | | | | | |
|---|-------------|-------|---------|-------------|--------|------------|---------|----------|--------------|-----------|--------|-----|
| General Ledger Pending Entries | | | | | | | | | | | | |
| Seq # | Fiscal Year | Chart | Account | Sub-Account | Object | Sub-Object | Project | Doc Type | Balance Type | Obj. Type | Amount | D/C |
| 1 | 2019 | MA | 6106013 | ----- | 2087 | --- | ----- | GEC | AC | EX | 30.00 | C |
| 2 | 2019 | MA | 6106013 | ----- | 8100 | --- | ----- | GEC | AC | AS | 30.00 | D |
| 3 | 2019 | MA | 6106013 | ----- | 2097 | --- | ----- | GEC | AC | EX | 2.87 | C |
| 4 | 2019 | MA | 6106013 | ----- | 8100 | --- | ----- | GEC | AC | AS | 2.87 | D |
| 5 | 2019 | MA | 6650652 | ----- | 2087 | --- | ----- | GEC | AC | EX | 30.00 | D |
| 6 | 2019 | MA | 6650652 | ----- | 8100 | --- | ----- | GEC | AC | AS | 30.00 | C |
| 7 | 2019 | MA | 6650652 | ----- | 2097 | --- | ----- | GEC | AC | EX | 2.87 | D |
| 8 | 2019 | MA | 6650652 | ----- | 8100 | --- | ----- | GEC | AC | AS | 2.87 | C |

In addition to the entries created by the user, the General Ledger Pending Entries tab includes system-generated offset transactions to the Cash Object Code 8100.

After the batch process has been run, the general ledger pending entries are removed from this tab.

General Error Correction Examples and Scenarios

Example 1 – Correct Continuation Account Transactions

The Research Corporation of the University of Hawaii (RCUH, Origin Code=RC) fed two general ledger **Credit** transactions (Debit Credit Code=C) of \$30.00 for Object Code 2087 and \$2.87 for Object Code 2097 to account MA 6106013 that expired on 08/31/2018 therefore the transactions were posted to continuation account MA 6650652. The Transaction Ledger Entry Description displays the distinct pattern of transactions routed to the continuation account: AUTO FR MA6106013Gon,S 08/31/18 – Curren.

| 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 | Debit Credit Code | Transaction Date |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|---------------|---------------|-------------|-----------------|--|---------------------------------|-------------------|------------------|
| 2019 | MA | 6650652 | ----- | 2087 | --- | AC | EX | 06 | ND | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | 30.00 | C | 12/27/2018 |
| 2019 | MA | 6650652 | ----- | 2097 | --- | AC | EX | 06 | ND | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | 2.87 | C | 12/27/2018 |
| 2019 | MA | 6650652 | ----- | 8100 | --- | AC | AS | 06 | ND | RC | JE0011547P | GENERATED OFFSET | 32.87 | D | 12/27/2018 |

GEC eDoc number 4183450 was processed to clear the continuation account and correctly record the Origin Code=RC Document Number=JE0011547P transactions in account MA 6106013 whose expiration date was extended to 08/31/2019.

The screenshot shows the Kuali financial systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' tabs. The user is logged in as 'echun' and impersonating 'syxliu'. The document number is 4183450, and the status is 'FINAL'. The initiator is 'jeffy'. The document was created on 04:40 PM 06/27/2019. The document overview tab is selected, showing a description of '186-Clear Continuation Acct 6650652' and an explanation: 'To clear transactions from Continuation Account 6650652 to 6106013. Charges are allowable, allocable and reasonable.' The total amount is \$32.87.

Document Header

- **Doc Nbr:** 4183450-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** jeffy-UH username of person initiating eDoc.
- **Created:** 04:40 PM 06/27/2019-Time and Date eDoc was initiated.

Document Overview tab

- **Description:** Starts with the 3 digit Fiscal Office Code of 186 followed by a brief description of the transaction.
- **Explanation:** Includes more detailed description of the transaction.
- **Total Amount:** \$32.87 is the same as the accounting lines Totals.

Accounting Lines tab

| Accounting Lines | | | | | | | | | |
|---|-------------------------|---|--|------------------------------|------------|---------|------------|---------------------|---------|
| Accounting Lines hide detail | | | | | | | | | |
| From | | | | | | | | | |
| | * Chart | * Account | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| | MA UH-Manoa | 6106013 HP29043-03 Health Career Opportunity Prg | | 2087 RCUH-WAGES | | | | 30.00 | |
| 1 | * Reference Origin Code | * Reference Number | Line Description | | | | | | |
| | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | | | | | | |
| | MA UH-Manoa | 6106013 HP29043-03 Health Career Opportunity Prg | | 2097 RCUH-FRINGE BENEFITS | | | | 2.87 | |
| 2 | * Reference Origin Code | * Reference Number | Line Description | | | | | | |
| | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | | | | | | |
| | | | | | | | | Total: 32.87 | |
| To | | | | | | | | | |
| | * Chart | * Account | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| | MA UH-Manoa | 6650652 186-CLEARING ACCOUNT (FEDERAL) | | 2087 RCUH-WAGES | | | | 30.00 | |
| 1 | * Reference Origin Code | * Reference Number | Line Description | | | | | | |
| | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | | | | | | |
| | MA UH-Manoa | 6650652 186-CLEARING ACCOUNT (FEDERAL) | | 2097 RCUH-FRINGE BENEFITS | | | | 2.87 | |
| 2 | * Reference Origin Code | * Reference Number | Line Description | | | | | | |
| | RC | JE0011547P | AUTO FR MA6106013Gon,S 08/31/18 - Curren | | | | | | |
| | | | | | | | | Total: 32.87 | |
| Accounting Lines for Capitalization show | | | | | | | | | |
| Create Capital Assets show | | | | | | | | | |
| Modify Capital Assets show | | | | | | | | | |

- From** section was completed with the required fields Chart, Account, Object, and Amount for where the credit transactions should have been recorded.
 - Required Reference Origin Code and Reference Number fields were completed with the original transactions' Origin Code=RC and Document Number=JE0011547P respectively-refer to general ledger entries displayed on the previous page. These fields provide the audit trail back to the original transaction.
 - Optional Line Description fields were entered with the desired line descriptions and the other optional fields were left blank.
 - From** section will record a **decrease** in the expense object codes (Object Type Code=EX).
- To** section was completed with the required fields Chart, Account, Object and Amount for the continuation account transactions.
 - Required Reference Origin Code and Reference Number fields were completed with the original transactions' Origin Code=RC and Document Number=JE0011547P respectively-refer to general ledger entries displayed on the previous page. These fields provide the audit trail back to the original transaction.
 - Optional Line Description fields were entered with the desired line descriptions and the other optional fields were left blank.
 - To** section will record an **increase** in the expense object codes (Object Type Code=EX).
- The Accounting Lines From and To Totals** of \$32.87 are the same as the Total Amount in the Document Overview tab.

Capital Asset Related tabs were not completed since capital asset object codes were not used in the transactions.

General Ledger Pending Entries tab

| Seq # | Fiscal Year | Chart | Account | Sub-Account | Object | Sub-Object | Project | Doc Type | Balance Type | Obj. Type | Amount | D/C |
|-------|-------------|-------|---------|-------------|--------|------------|---------|----------|--------------|-----------|--------|-----|
| 1 | 2019 | MA | 6106013 | ---- | 2087 | --- | ----- | GEC | AC | EX | 30.00 | C |
| 2 | 2019 | MA | 6106013 | ---- | 8100 | --- | ----- | GEC | AC | AS | 30.00 | D |
| 3 | 2019 | MA | 6106013 | ---- | 2097 | --- | ----- | GEC | AC | EX | 2.87 | C |
| 4 | 2019 | MA | 6106013 | ---- | 8100 | --- | ----- | GEC | AC | AS | 2.87 | D |
| 5 | 2019 | MA | 6650652 | ---- | 2087 | --- | ----- | GEC | AC | EX | 30.00 | D |
| 6 | 2019 | MA | 6650652 | ---- | 8100 | --- | ----- | GEC | AC | AS | 30.00 | C |
| 7 | 2019 | MA | 6650652 | ---- | 2097 | --- | ----- | GEC | AC | EX | 2.87 | D |
| 8 | 2019 | MA | 6650652 | ---- | 8100 | --- | ----- | GEC | AC | AS | 2.87 | C |

- **Sequence #1 & #3** displays the **From accounting lines 1 & 2** Chart=MA, Account=6106013, Object Codes=2087 and 2097, Amounts=\$30.00 and \$2.87 respectively. Other additional fields displayed:
 - **Fiscal Year**=2019-Current Fiscal Year.
 - **Doc Type**=GEC-General Error Correction.
 - **Balance Type**=AC-Actual.
 - **Object Type**=EX-Expense Expenditure.
 - **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a **decrease** in the expense balance*].
- **Sequence #2 & #4** displays the system generated offset entry with the same information as Sequence #1 & #3 except for:
 - **Object Code**=8100 Cash (Claim on Cash).
 - **Object Type**=AS-Asset.
 - **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an **increase** in the asset balance*].
- **Sequence #5 & #7** displays the **From accounting lines 1 & 2** Chart=MA, Account=6650652, Object Codes=2087 and 2097, Amounts=\$30.00 and \$2.87 respectively. Other additional fields displayed:
 - **Fiscal Year**=2019-Current Fiscal Year.
 - **Doc Type**= GEC-General Error Correction.
 - **Balance Type**=AC-Actual.
 - **Object Type**=EX-Expense Expenditure.
 - **Debit/Credit Code**=D-Debit [Debit to an Expense Object Code records an **increase** in the expense balance*].
- **Sequence #6 & #8** displays the system generated offset entry with the same information as Sequence #5 & #7 except for:
 - **Object Code**=8100 Cash (Claim on Cash).
 - **Object Type**=AS-Asset.
 - **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a **decrease** in the asset balance*].

*Refer to the matrix on page 6 that displays the effects of using the From or To sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

Route Log tab

Route Log ▼ hide

Route Log Backdoor Id **syxliu** is in use refresh

ID: 4183450 ▼ hide

| | | | |
|---------------------|--|----------------------|---------------------|
| Title | General Error Correction - 186-Clear Continuation Acct 6650652 | | |
| Type | General Error Correction | Created | 04:40 PM 06/27/2019 |
| Initiator | Yamamoto, Jeff | Last Modified | 05:03 PM 06/27/2019 |
| Route Status | FINAL | Last Approved | 05:03 PM 06/27/2019 |
| Node(s) | SubFund | Finalized | 05:03 PM 06/27/2019 |

Actions Taken ▼ hide

| | Action | Taken By | For Delegator | Time/Date | Annotation |
|---------------------|---------------------|----------------|------------------------------------|---------------------|--|
| | SAVED | Yamamoto, Jeff | | 04:51 PM 06/27/2019 | |
| ▶ show | COMPLETED | Yamamoto, Jeff | | 05:00 PM 06/27/2019 | |
| ▼ hide | APPROVED | Chen, Shirley | Yamamoto, Jeff | 05:03 PM 06/27/2019 | |
| | ▼ hide | Action | Requested Of | Time/Date | Annotation |
| | | APPROVE | Yamamoto, Jeff | 05:01 PM 06/27/2019 | KFS-SYS Fiscal Officer MA 6106013 |
| | | Action | Requested Of | Time/Date | Annotation |
| | | APPROVE | Chen, Shirley (Secondary Delegate) | 05:01 PM 06/27/2019 | Delegation of: KFS-SYS Fiscal Officer MA 6106013 to principal syxliu |
| | ▶ show | APPROVE | Yamamoto, Jeff | 05:01 PM 06/27/2019 | KFS-SYS Fiscal Officer MA 6106013 |
| | ▼ hide | APPROVE | Yamamoto, Jeff | 05:01 PM 06/27/2019 | KFS-SYS Fiscal Officer MA 6650652 |
| | | Action | Requested Of | Time/Date | Annotation |
| | | APPROVE | Chen, Shirley (Secondary Delegate) | 05:01 PM 06/27/2019 | Delegation of: KFS-SYS Fiscal Officer MA 6650652 to principal syxliu |
| | ▶ show | APPROVE | Yamamoto, Jeff | 05:01 PM 06/27/2019 | KFS-SYS Fiscal Officer MA 6650652 |

Future Action Requests ▶ show

Log Action Message ▶ show

error correction send ad hoc request close copy

- **ID: 4183450**-KFS generated GEC document number
 - **Route Status:** FINAL-Financial documents in Final status affect the General Ledger.
 - **Finalized:** 05:03 PM 06/27/2019-Time and Date eDoc reached FINAL status.
- **Actions Taken**
 - **COMPLETED:** Taken By Yamamoto, Jeff (Fiscal Officer/Administrator for MA 6106013 and MA 6650652), Time/Date 05:00 PM 06/27/2019-Time and Date Initiator submitted the GEC.
 - **APPROVED:** Taken By Chen, Shirley (Secondary Account Delegate for MA 6106013 and MA 6650652), For Delegator Yamamoto, Jeff (Fiscal Officer/Administrator for MA 6106013 and MA 6650652), Time/Date 05:03 PM 06/27/2019-Time and Date Secondary Account Delegate approved the GEC.

Note: Because the Initiator is also the Fiscal Officer/Administrator for the accounts, the Fiscal Officer approval was done by the account delegate to ensure separation of duties.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

The **General Ledger Entry Lookup** for Document Number 4183450 returned 8 items for GEC 4183450 finalized on 06/27/2019. The 8 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

General Ledger Entry Lookup

8 items retrieved, displaying all items.

| 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 | Debit Credit Code | Transaction Date | Pending Entry Approved Indicator |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|---------------|---------------|-------------|-----------------|--|---------------------------------|-------------------|------------------|----------------------------------|
| 2019 | MA | 6106013 | ----- | 2087 | --- | AC | EX | 12 | GEC | 01 | 4183450 | RC-JE0011547P: AUTO FR MA6106013Gon,S... | 30.00 | C | 06/27/2019 | |
| 2019 | MA | 6106013 | ----- | 2097 | --- | AC | EX | 12 | GEC | 01 | 4183450 | RC-JE0011547P: AUTO FR MA6106013Gon,S... | 2.87 | C | 06/27/2019 | |
| 2019 | MA | 6106013 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183450 | TP Generated Offset | 30.00 | D | 06/27/2019 | |
| 2019 | MA | 6106013 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183450 | TP Generated Offset | 2.87 | D | 06/27/2019 | |
| 2019 | MA | 6650652 | ----- | 2087 | --- | AC | EX | 12 | GEC | 01 | 4183450 | RC-JE0011547P: AUTO FR MA6106013Gon,S... | 30.00 | D | 06/27/2019 | |
| 2019 | MA | 6650652 | ----- | 2097 | --- | AC | EX | 12 | GEC | 01 | 4183450 | RC-JE0011547P: AUTO FR MA6106013Gon,S... | 2.87 | D | 06/27/2019 | |
| 2019 | MA | 6650652 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183450 | TP Generated Offset | 30.00 | C | 06/27/2019 | |
| 2019 | MA | 6650652 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183450 | TP Generated Offset | 2.87 | C | 06/27/2019 | |

Note: The Reference Origin Code and Reference Number entered in the accounting line is prefixed to the Line Description data and displayed in the Transaction Ledger Entry Description to provide the audit trail back to the original transaction.

For more information about the General Ledger Entry Lookup, please refer to the General Ledger Balance Inquiries User Guide.

Example 2 – Correct PCDO Charges

PCDO 4246746 was Finalized and posted in the General Ledger on 03/27/2019. Upon reconciling the transactions, it was discovered that transaction #5, Object Code 3910, Object Type Code=EX for \$1,778.70, Debit Credit Code=D was not reallocated from the default account MU 2228112.

| 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 | Debit Credit Code | Transaction Date |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|---------------|---------------|-------------|-----------------|--------------------------------------|---------------------------------|-------------------|------------------|
| 2019 | MU | 2228112 | ----- | 3910 | --- | AC | EX | 09 | PCDO | 01 | 4246746 | HDU 30" signs for Blue Zone status | 1,778.70 | D | 03/27/2019 |
| 2019 | MU | 2228112 | ----- | 8100 | --- | AC | AS | 09 | PCDO | 01 | 4246746 | TP Generated Offset | 1,778.70 | C | 03/27/2019 |

GEC eDoc number 4183451 was processed to correct the account for PCDO 4246746 transaction #5 from MU 2228112 to MU 3399282 due to reallocation error.

Kuali financial systems®

Help Resources
6.0.1.0.1-SNAPSHOT (Oracle9i)

Main Menu Maintenance Administration

Logged in User: echun Impersonating User: deniceg

General Error Correction **Backdoor Id deniceg is in use**

Doc Nbr: 4183451 Status: FINAL
Initiator: delenaf Created: 05:20 PM 06/27/2019

Document Overview

Description: 058-Corr Acct Code PCDO 4246746
Organization Document Number: 4246746
Explanation: To correct account code for PCDO 4246746, Trans #5 HDU Signs for Blue Zone project, \$1,778.70 due to reallocation error.

Financial Document Detail
Total Amount: 1,778.70

Accounting Lines

| From | Chart | Account | Sub-Account | Object | Sub-Object | Project | Org Ref Id | Amount | Actions |
|------|-----------------------|----------------------------------|-------------------------|------------------------------------|------------|---------|------------|------------------------|---------|
| 1 | MU UH Maui College | 2228112 TFSP - PROVOST OFFICE | | 3910 PRINTING | | | | 1,778.70 | |
| | | Reference Origin Code | Reference Number | Line Description | | | | | |
| | | 01 | 4246746 | HDU 30" signs for Blue Zone status | | | | | |
| | | | | | | | | Total: 1,778.70 | |
| To | Chart | Account | Sub-Account | Object | Sub-Object | Project | Org Ref Id | Amount | Actions |
| 1 | MU UH Maui College | 3399282 RTRF - GENERAL | | 3910 PRINTING | | | | 1,778.70 | |
| | | Reference Origin Code | Reference Number | Line Description | | | | | |
| | | 01 | 4246746 | HDU 30" signs for Blue Zone status | | | | | |
| | | | | | | | | Total: 1,778.70 | |

Document Header

- **Doc Nbr:** 4183451-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** delenaf-UH username of person initiating eDoc.
- **Created:** 05:20 PM 06/27/2019-Time and Date eDoc was initiated.

Document Overview tab

- **Description:** Starts with the 3 digit Fiscal Office Code of 058 followed by a brief description of the transaction.
- **Explanation:** Includes more detailed description of the transaction.

- **Total Amount:** \$1,778.70 is the same as the accounting lines Totals.

Accounting Lines tab

- **From** section was completed with the required accounting information for PCDO 4246746 transaction #5 to be corrected **from** the PCDO default account MU 2228112 including the Reference Origin Code and Reference Number fields for the original transactions' Origin Code=01 and Document Number=4246746 respectively. The Optional Line Description field was completed with the desired line description and the other optional fields were left blank.
- **To** section was completed with the accounting information to charge the correct account MU 3399282 for PCDO 4246746 transaction #5 including the Reference Origin Code and Reference Number fields for the original transaction.

General Ledger Pending Entries tab

| Seq # | Fiscal Year | Chart | Account | Sub-Account | Object | Sub-Object | Project | Doc Type | Balance Type | Obj. Type | Amount | D/C |
|-------|-------------|-------|---------|-------------|--------|------------|---------|----------|--------------|-----------|----------|-----|
| 1 | 2019 | MU | 2228112 | ---- | 3910 | --- | ----- | GEC | AC | EX | 1,778.70 | C |
| 2 | 2019 | MU | 2228112 | ---- | 8100 | --- | ----- | GEC | AC | AS | 1,778.70 | D |
| 3 | 2019 | MU | 3399282 | ---- | 3910 | --- | ----- | GEC | AC | EX | 1,778.70 | D |
| 4 | 2019 | MU | 3399282 | ---- | 8100 | --- | ----- | GEC | AC | AS | 1,778.70 | C |

- **Sequence #1** displays the **From accounting line 1** Chart=MU, Account=2228112, Object Code=3910, Amount=\$1,778.70 and additional fields:
 - **Fiscal Year**=2019-Current Fiscal Year.
 - **Doc Type**=GEC-General Error Correction.
 - **Balance Type**=AC-Actual.
 - **Object Type**=EX-Expense Expenditure.
 - **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a **decrease** in the expense balance*].
- **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
 - **Object Code**=8100 Cash (Claim on Cash).
 - **Object Type**=AS-Asset.
 - **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an increase in the asset balance*].
- **Sequence #3** displays the **To accounting line 1** Chart=MU, Account=3399282, Object Code=3910, Amount=\$1,778.70 and additional fields:
 - **Fiscal Year**=2019-Current Fiscal Year.
 - **Doc Type**=GEC-General Error Correction.
 - **Balance Type**=AC-Actual.
 - **Object Type**=EX-Expense Expenditure.
 - **Debit/Credit Code**=D-Debit [Debit to an Expense Object Code records an **increase** in the expense balance*].
- **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
 - **Object Code**=8100 Cash (Claim on Cash).
 - **Object Type**=AS-Asset.
 - **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a decrease in the asset balance*].

*Refer to the matrix on page 6 that displays the effects of using the From or To sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

The **General Ledger Entry Lookup** for Document Number 4183451 returned 4 items for GEC 4183451 finalized on 06/27/2019. The 4 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

4 items retrieved, displaying all items.

| 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 | Debit Credit Code | Transaction Date | Pending Entry Approved Indicator |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|---------------|---------------|-------------|-----------------|--|---------------------------------|-------------------|------------------|----------------------------------|
| 2019 | MU | 2228112 | ----- | 3910 | --- | AC | EX | 12 | GEC | 01 | 4183451 | 01-4246746: HDU 30" signs for Blue Zo... | 1,778.70 | C | 06/27/2019 | |
| 2019 | MU | 2228112 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183451 | TP Generated Offset | 1,778.70 | D | 06/27/2019 | |
| 2019 | MU | 3399282 | ----- | 3910 | --- | AC | EX | 12 | GEC | 01 | 4183451 | 01-4246746: HDU 30" signs for Blue Zo... | 1,778.70 | D | 06/27/2019 | |
| 2019 | MU | 3399282 | ----- | 8100 | --- | AC | AS | 12 | GEC | 01 | 4183451 | TP Generated Offset | 1,778.70 | C | 06/27/2019 | |

Note: The Reference Origin Code and Reference Number entered in the accounting line is prefixed to the Line Description data and displayed in the Transaction Ledger Entry Description to provide the audit trail back to the original transaction.

For more information about the General Ledger Entry Lookup, please refer to the General Ledger Balance Inquiries User Guide.