




KFS Training Tip 12: The process how to request relevant reports and highlight only the required information that should be attached to the GL E-docs.

- As KFS-user please **do not** attach the entire Organisation’s detail report to the GL E-doc, the approver is then forced to work through the entire document to get to the transaction(s) you refer to.
- We receive GL E-doc transactions where the complete/entire Organisation’s detail report is attached (± 200 pages). There is no need to attach all the information – we only require the information applicable to the transaction.
- What should be attached to the GL E-doc’s?



Type of GL E-doc:	Notes and Attachments:
1. Distribution of Income and Expense (DI) 2. General Error Correction (GEC) 3. Transfer of Funds (TF) 4. Journal Voucher (RJV)	Standard attachments: GL Summary & Detail Reports (highlight transactions) Applicable calculation sheets/work paper Email or other written request/approval.

- Methods that can be followed to highlight the required information:
 - Highlight** the information by using the **highlight** text button  in the PFD file and select the section on the [GLBI002 - NWU GL Object Detail Report \(PDF\)](#) **OR**
 - Print**  the report, highlight the section  and scan the part in that should be attached to the GL E-doc.

How to request the report for only a specific account and/or object:

- Select the [GLBI002 - NWU GL Object Detail Report \(PDF\)](#) or [GLBI004 - NWU GL Account Summary Report \(PDF\)](#) from the Reports tab > General Ledger.
- The Input Controls “cascade” from top to bottom. Therefore, for optimum results choose the Input Controls carefully and according to the information needed.
- If you want to run the report only for a specific account and object, choose that fields from the drop down-list.

For example:

- Type your Organisation code in the *Organisation field.

*** Organisation**

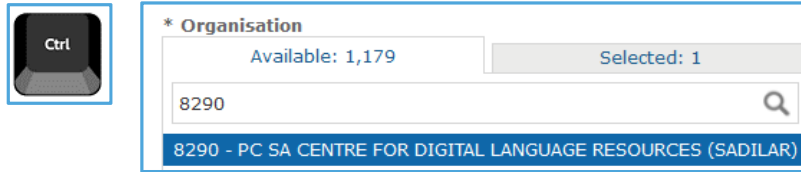
Available: 1,179 Selected: 2

8290

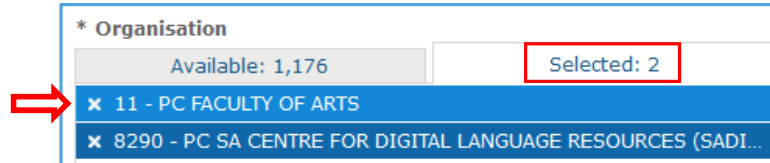
8290 - PC SA CENTRE FOR DIGITAL LANGUAGE RESOURCES (SADILAR)

- Use any of the two options to deselect the default selection in any Input Control:

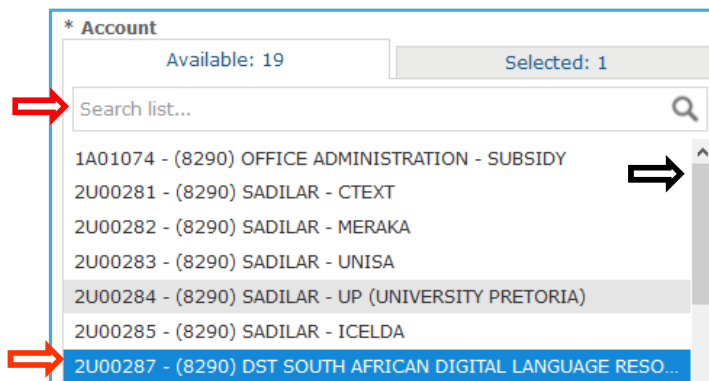
Option 1: Hold down the Ctrl key on your keyboard and select only your organisation relevant to the transaction – the Ctrl key automatically deselect the default selection **OR**



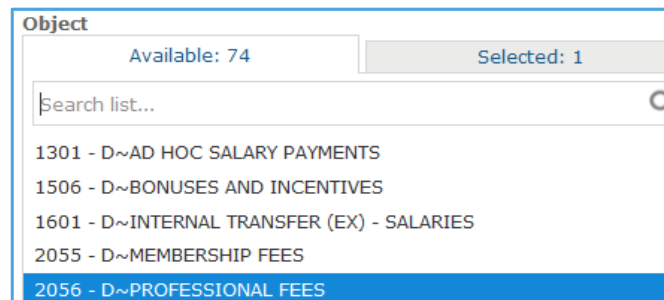
Option 2: Click on Selected next to the Available tab and deselect **11 - PC FACULTY OF ARTS**



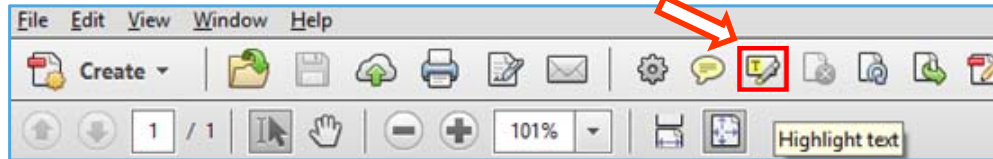
- To search for Account(s) relevant to the transaction, type the account in the search list field or use the drop-down list.





- Please note that the Object field is not compulsory, therefore when you click on "Apply" all the objects with transactions will be displayed in the detail report.
- Therefore only select the **Object(s)** relevant to the specific transaction. Do not hold down the Ctrl key if you want to select more than one object. Only use it for the first selection.




- Click on **Apply**
- Please note:** You can also still run/request your monthly organisation's reports – but please do not attach all the pages, only scan & attach the relevant pages.



- Use the highlight text button  or  from your toolbar and highlight the required information.

For example:

GLBI002
10225714



NWU[®]
NORTH-WEST UNIVERSITY
NORDEKAT'S UNIVERSITEIT
YUNIBESITHI YA BOKONE-BOPHIRIMA

Page 1 of 1
2019/10/15 09:33


General Ledger
NWU GL Object Detail Report

Chart: PC
Organization: 8290
Account: 2U00287
Transaction Date From: 01-02-2019


Account Group: 50750
SOF: 2 VAT: Research - 50.00%

Transaction Date To: 01-03-2019

COA	Sub Account	Project	Transaction Date	Creation Date	Line Description	Vendor / Customer / Payee	Origin Code	Doc Nbr	Doc Type	Invoice	PO Doc Ref Nbr	Amount
Object: 2102 - D-MARKETING AND ADVERTISING (PROMOTE)						Object Type: EX		VAT: Standard - 15.0%				
Balance Till 01-02-2019												0.00
PC.2U00287.2102			04-02-2019	01-02-2019	<VATI-0> Professional Plan - Annual (Hootsuite Recurring Service - 1 @ 3,480.00)		01	5578200	RJV			3,480.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696084	DVCA	6547		1,150.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696084	DVCA	6547		-75.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696431	DVCA	6549		9,487.50
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696431	DVCA	6549		-618.75
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696516	DVCA	6548		1,150.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5696516	DVCA	6548		-75.00
Total for Object: 2102 - D-MARKETING AND ADVERTISING (PROMOTE)											14,498.75	

- Print the report, use your highlighter  select the required part, scan it in and attached it to the GL E-doc.

For example:

COA	Sub Account	Project	Transaction Date	Creation Date	Line Description	Vendor / Customer / Payee	Origin Code	Doc Nbr	Doc Type	Invoice	PO Doc Ref Nbr	Amount
GLBI002 10225714												
 General Ledger NWU GL Object Detail Report												
Chart: PC		Organization: 8290		Account Group: 50750								
Account: 2U00287		Transaction Date From: 01-02-2019		Transaction Date To: 01-03-2019		SOF: 2		VAT: Research - 50.00%				
Object: 2102 - D-MARKETING AND ADVERTISING (PROMOTE) Object Type: EX VAT: Standard - 15.0%												
Balance Till 01-02-2019												
											0.00	
PC.2U00287.2102			04-02-2019	01-02-2019	<VATI-0> Professional Plan - Annual (Hootsuite Recurring Service - 1 @ 3,480.00)		01	5578200	RJV			3,480.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698084	DVCA	6547		1,150.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698084	DVCA	6547		-75.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698431	DVCA	6549		9,487.50
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698431	DVCA	6549		-618.75
PC.2U00287.2102			28-02-2019	28-02-2019	<VATI-0> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698516	DVCA	6548		1,150.00
PC.2U00287.2102			28-02-2019	28-02-2019	<VATR-1> For the procurement of newsletter material from GraanSA - N-UP-SP	INFOWORKS MEDIA (DV)	01	5698516	DVCA	6548		-75.00
Total for Object: 2102 - D-MARKETING AND ADVERTISING (PROMOTE)											14,498.75	