KFS Training Tip 1: What information must I enter in the Reference Origin Code and Reference Number fields in the GEC?

The General Error Correction (GEC) document:

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	I INSTITUTIONAL OFFICE	1G00194 GREEN INITIATIVES		3051 D~LICENCES				3,500.00	
	* Reference Origin Code	* Reference Number		* Line Description		* Calculate VAT			
	01	4054581		Reallocate July 2017 License Fee for 3 Carpool Programmes from object 2055 to 3051		Yes			
								Total: 3,500.00	

The Reference Origin Code, Reference Number and Line Description on the GEC:

* Reference Origin Code	* Reference Number	* Line Description
01	4054581	Reallocate July 2017 License Fee for 3 Carpool Programmes from object 2055 to 3051

- The **Reference Origin Code** and **Reference Number** are required fields on the GEC document.
- In the GEC, use the same **Origin Code** and **Reference number** of the transaction/document being corrected.
  - The **Reference Origin Code** will be available on the **NWU GL Object Detail Report** as the **Origin Code**.
  - The **Reference Number** will display on the **NWU GL Object Detail Report** as the **Doc Nbr**.
  - Type in the **Line Description** field a meaningful description or the reason why the correction must take place. Make use of the incorrect transaction's Line Description indicated on the **NWU GL Object Detail Report**. For example: *July 2017 License Fee for 3 Carpool Programmes*.

For example:

GLBI002
KFSREPORTS

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General Ledger
NWU GL Object Detail Report

Chart:	I - INSTITUTIONAL OFFICE	
Organization:	8518 - IM COMMUNITY ENGAGEMENT	**Account Group:** 00175 - COMMUNITY ENGAGEMENT
Account:	1G00194 - GREEN INITIATIVES	**SOF:** 1 **VAT:** Exempt - 0.00%
Transaction Date From:	01-06-2017 **Transaction Date To:** 31-12-2018	

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: 2055 - D~MEMBERSHIP FEES					**Object Type:** EX				VAT: Standard - 14.0%			
Balance Till 01-06-2017												627.00
I.1G00194.2055			06-06-2017	05-06-2017	<VATI-0> July 2017 License Fee for 3 Carpool Programmes	FINDALIFT CC (DV)	01	4054581	DVCA	30		3,500.00