**Guidelines to complete a GEC document**

* **KFS navigation:** **Main Menu >** **Transactions** **>** **Financial Processing >** **General Error Correction**
* Use the Tab key on your keyboard between fields.

|  |  |  |
| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1 | Document Overview | * Description (Auto generated: Org code & name + Initiator’s surname & name) – do not type in this field!
* Explanation (optional)
* Click
 |
| 2 | Accounting Lines – **From** Section (Complete the information that posted incorrectly. This is the original transaction that you would like to change.) | * Complete or  Chart Code
* Complete or  Account Number
* Complete or  Object
* Complete Amount
* Complete or the Reference Origin Code
* Complete the Reference Number
* Complete the Line Description
* Click  and ensure the line is numbered
* Go to the **To** Section
 |
| 3 | Accounting Lines – **To** Section(Enter the accounting line(s) that will reflect the correct transaction.) | * Complete or  Chart Code
* Complete or  Account Number
* Complete or  Object
* Complete Amount
* Complete or the Reference Origin Code
* Complete the Reference Number
* Complete the Line Description
* Click  and ensure the line is numbered
* Click
 |
| **4** | **Complete the following tabs if capital objects in the range 4100 – 4299 was used in “From” or “To”****Inquiries regarding these tabs should be directed to your Financial Planning (FP) contact person.** |
| 4.1 | Accounting Lines for Capitalization | * Tick
* Select Amount Distribution Method  or
* Click  **OR**
 |
| 4.2 | Create Capital Assets | * Complete Asset Quantity
* Complete or  Asset Type
* Complete or  Vendor Name
* Enter Manufacturer
* Complete Model
* Complete Amount
* Complete Asset Description
* Click
* Action: choose  or  to complete the asset location information
* Complete Tag Number & Serial Number (optional)
* Complete or  Campus Code
* Complete or  Building Code
* Complete or  Room Number
* Complete Sub Room (optional)
* Click
 |
| 4.3 | Modify Capital Assets | * Select the Asset to be modified
* Click
* Click
 |
| 5 | General Ledger Pending Entries | * Click
* Review Pending Entries that will post to GL
 |
| 6 | Notes and Attachments | * Type your notes in the Note field
* Click on  to browse on your computer for the supporting documents (contracts etc.) you want to attach.
* Click
* Click
 |
| 7 | Ad Hoc Recipients (Optional) | * Click  to choose from available actions the recipient must take
* Complete or  the person to add to the routing
* Click
* Click
 |
| 8 | Route for approval | * Click  at the bottom of the E-doc
 |
| 9 | Route Log | * To follow the progress and find out who is next in line to approve
* Click  in the Pending and Future Action Requests
 |
| 10 | Close the document | * Click  to close the document.
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