**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.

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|  | **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. |