

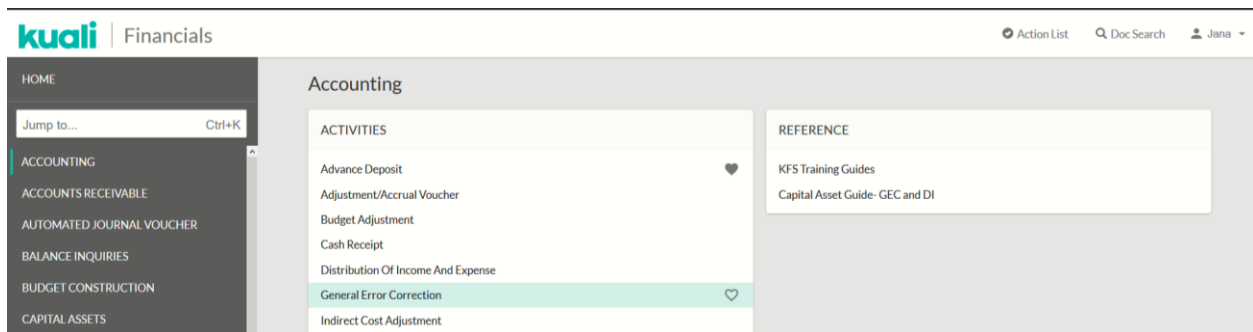
# Journal Entries: CSU Extension General Error Correction (GEC) How To

Use this document to correct one of the following posting errors:

- when the wrong campus account number was used.
- the wrong object code was used. Example of object codes, used office supplies code 6208 instead of educational supplies code 6211
- or the wrong dollar amount was entered when splitting charge between two or more campus accounts.

## How to Complete the Document:

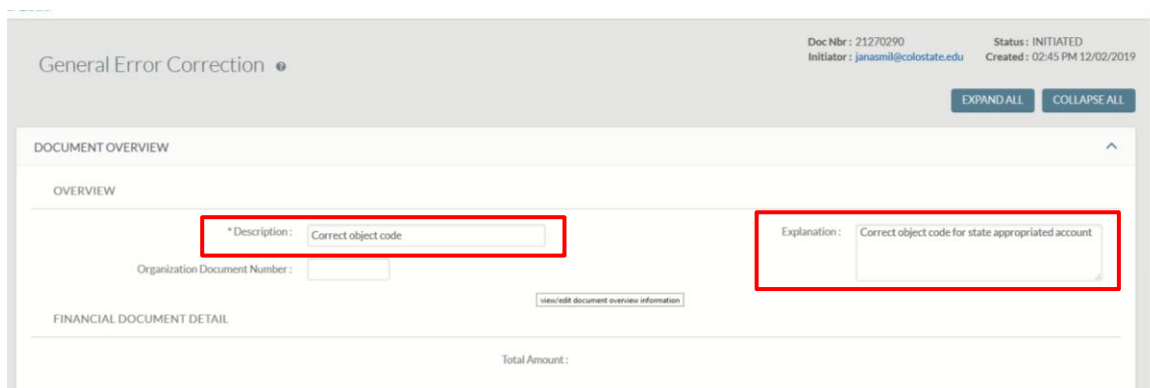
The General Error Correction (GEC) document is located under the Accounting Menu in Kuali.



Information is input into the “From” and “To” sections of the document to move the posting that was in error. Based on the debits and credits required to correct the posting, all amounts may be in the “To” section, all amounts may be in the “From” section, or there may be amounts in both the “To” and “From” sections. The To and From sections don’t have to equal, but the debits and credits must equal. Make sure to save the Kuali Document and verify account changes before officially submitting the document.

In the example below, the wrong object code was used. The GEC moves the amount of \$3,884.00 from object code 4378 to 4401. **All fields need to be completed within the document, notes and support attached in PDF format**, and add any ad hoc recipients, if necessary, before submitting the document.

To begin in the Document Overview Section – Enter a Description and Explanation for your correction



Under the Accounting Lines: Enter the following information for both the FROM line (where the correction is coming from – i.e. what accounting line information did it post to that you are correcting) and the To line (where you want the transaction to go to)

- Account Number
- Object Code
- Amount
- Ref. Origin Code – This will be 01 (that is zero, one)
- Ref. Number – the transaction number that you are correcting from Kual
- Line Description – to indicate what the transaction is for – this will show up on any detail reports you run and help you track your transaction.
- Click Add for each line – NOTE the total amount on the From and To lines must match

The screenshot shows the 'ACCOUNTING LINES' interface with 'Import Templates' selected. It is divided into 'FROM' and 'TO' sections. Each section has a table with columns: \*CHART, \*ACCOUNT, SUB-ACCOUNT, \*OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, \*AMOUNT, \*REF ORIGIN CODE, \*REF NUMBER, LINE DESCRIPTION, and ACTIONS. In the FROM section, the first line has an amount of 3,884.00 and a ref origin code of 01. A red box highlights the text 'Correct Obj Code for deposit' in the LINE DESCRIPTION column. The TO section has a similar line with an amount of 3,884.00 and a ref origin code of 01. Both sections have a 'TOTAL: 3,884.00' at the bottom. Buttons for 'HIDE DETAILS' and 'IMPORT LINES' are present in each section.

Notes and Attachments:

- Include a note with any details about the correction and attach the required back-up documentation as a pdf.
- Click add to add the note and back-up to the GEC document
- Click Submit

The screenshot shows the 'NOTES AND ATTACHMENTS (0)' section. It contains a text input field labeled '\* Note Text:' which is highlighted with a red box. To the right is an attachment area with a 'Browse...' button, the text 'No file selected.', and a 'Remove Attachment' button. A green 'ADD' button is also highlighted with a red box. Below this section are two expandable sections: 'AD HOC RECIPIENTS' and 'ROUTE LOG'. At the bottom of the form, there are buttons for 'Submit', 'Save', 'Close', 'Cancel', and 'Copy', with the 'Submit' button highlighted by a red box.

Congratulations - You're done!

## Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) will be required after Fiscal Officers have approved. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000.

Additional approvals may also be required dependent on object codes used (ex. authorized business function object code 6649), sub-accounts used within the document (ex. PLANT, SPONPR, and GIFT), and Fund Groups used (ex. Fund Group A).

| Route Log           |                                                |                     |                                                    |                     |  |
|---------------------|------------------------------------------------|---------------------|----------------------------------------------------|---------------------|--|
| ID: 14194990        |                                                |                     |                                                    |                     |  |
| <b>Title</b>        | General Error Correction - Correct object code |                     |                                                    |                     |  |
| <b>Type</b>         | General Error Correction                       |                     | <b>Created</b>                                     | 09:59 AM 12/13/2017 |  |
| <b>Initiator</b>    | Ball, Barbara L.                               |                     | <b>Last Modified</b>                               | 01:00 PM 12/14/2017 |  |
| <b>Route Status</b> | FINAL                                          |                     | <b>Last Approved</b>                               | 01:00 PM 12/14/2017 |  |
| <b>Node(s)</b>      | CampusServiceReviewer                          |                     | <b>Finalized</b>                                   | 01:00 PM 12/14/2017 |  |
| Actions Taken       |                                                |                     |                                                    |                     |  |
| Action              | Taken By                                       | For Delegator       | Time/Date                                          | Annotation          |  |
| SAVED               | Ball, Barbara L.                               |                     | 10:11 AM 12/13/2017                                |                     |  |
| COMPLETED           | Ball, Barbara L.                               |                     | 10:11 AM 12/13/2017                                |                     |  |
| Action              | Requested Of                                   | Time/Date           | Annotation                                         |                     |  |
| COMPLETE            | Ball, Barbara L.                               | 10:11 AM 12/13/2017 |                                                    |                     |  |
| APPROVE             | Ball, Barbara L.                               | 10:11 AM 12/13/2017 | KFS-SYS Fiscal Officer CO 1300720                  |                     |  |
| APPROVE             | Ball, Barbara L.                               | 10:11 AM 12/13/2017 | KFS-SYS Fiscal Officer CO 1300720                  |                     |  |
| APPROVE             | ORG-1573                                       | 10:11 AM 12/13/2017 | KFS-SYS Accounting Reviewer CO 99999999 GEC 1573 0 |                     |  |
| APPROVE             | ORG-1573                                       | 10:11 AM 12/13/2017 | KFS-SYS Accounting Reviewer CO 99999999 GEC 1573 0 |                     |  |
| APPROVED            | Leaming, Summer E.                             |                     | 01:00 PM 12/14/2017                                |                     |  |
| Action              | Requested Of                                   | Time/Date           | Annotation                                         |                     |  |
| APPROVE             | CampusServices                                 | 10:11 AM 12/13/2017 | KR-WKFLW CampusServiceReviewer                     |                     |  |