

FINANCIAL INFORMATION SYSTEM

Transaction Processing

General Error Correction Document

Financial Documents Group

**Financial Management Support Department
INDIANA UNIVERSITY**



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The General Error Correction Document

SECTION A. Basic Information

The General Error Correction (GEC) document is one of several choices available for the electronic correction of errors.

1. WHAT IS IT?

The GEC document is used to correct inappropriate or incorrect account numbers or sub account numbers and object codes or sub object codes in the general ledger generated by Transaction Processing (TP) documents or documents originally processed outside the TP system.

2. WHY IS IT USED?

This document identifies specific transactions and changes to the general ledger. By consistently referencing the details of each transaction, the GEC preserves and maintains the audit trail.

3. WHO USES IT?

Account managers and support staff, FMS staff, department, responsibility center, and campus administration staff are typical users of the GEC. Each account manager's or delegate's approval is required. Additional approvals may be established within the review hierarchy.

4. WHEN IS IT USED?

The GEC is used to:

- to make corrections to entries initiated outside the TP system
- to make minor corrections to TP documents with numerous lines
- to use a single document to correct errors from several documents in FIS

The Year End General Error Correction (YEGE) document is available **ONLY** during the fiscal year end close.

NOTE: Do **NOT** use the GEC to transfer or correct salary, wages, or benefits. The GEC will **NOT** accept compensation object codes. Use the Salary Expense Transfer and Benefit Expense Transfer documents instead.

5. HOW IS IT USED?

In the TP system, the GEC document looks like this:




The GEC document is composed of three zones:

The Document Information Zone

This zone is composed of two sections. The system information in the left hand side of the zone is similar to that of other TP documents (see the chapter on “Getting Started” for field requirements). The information that goes in the “Departmental Information” section is used by the department for its own record keeping purposes and varies from document to document.

The “From” Zone (decreases amounts)

From						
Chart	Account	Object	Prior Doc	Description	Amount	
<input type="checkbox"/>		↓	↓			
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>					Total:	0.00







This zone automatically decreases the income or expense associated with the object code entered.

- the use of an income code decreases the income line (i.e., it debits income)
- the use of an expense code decreases expense lines (i.e., it credits expense)
- identify the prior document number and describe the transaction in the “Prior Doc” and “Description” fields
- no negative amounts are allowed

“To” Zone (increases amounts)

To						
Chart	Account	Object	Prior Doc	Description	Amount	
<input type="checkbox"/>		↓	↓			
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>					Total:	0.00

This zone automatically increases the income or expense associated with the object code entered.

- the use of an income code increases the income line (i.e., it credits income)
- the use of an expense code increases expense lines (i.e., it debits expense)
- identify the prior document number and describe the transaction in the “Prior Doc” and “Description” fields
- no negative amounts are allowed

NOTES:

- Once you have entered an object code in the “Object” field, double clicking on the number will access an inquiry screen. You may check the object type to make sure that you have the correct code (i.e., “IN” for income or “EX” for expense)
- There are instances where all of your transaction lines will be entered into a single zone. This is called a “Single Zone Entry.” See Example 3 on page 10, and Example 1 on page 12.

Field Requirements

The following table provides a breakdown of field requirements for this document:

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Description	Description This field requires the user to provide a brief description of the correction. If the “Description” field in the main body of the document is left blank, the description from this field will be printed on the monthly standard report.	Up to forty alphanumeric characters. Required.
Org Ref #	Organization Reference Number This field provides a reference number for the department or organization initiating the document.	Up to eight alphanumeric characters. Optional.
Explanation (Justification)	Explanation (Justification) This field requires the initiator to provide justification for the transaction, and to meet external and internal auditing requirements. Please see Section B (p. 16) for specific requirements.	Up to four hundred characters. Double-click on empty field for an expansion window. Double-click on filled-in field to see the complete text in the expansion window. Required for justification.
Chart	Financial COA Code This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters. This field is automatically generated when a valid account number is entered in the account field. Required.
Account	Account Number This number is an identifier for a pool of funds assigned to a specific university division, for a specific function.	Seven alphanumeric characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required.

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Object	Financial Object Code This field provides a specific classification identifier used in a particular financial transaction.	Four characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. Required.
Prior Doc (field 1)	Prior Document Origination Code This field provides the origination code of the prior document for which the present document provides a correction (e.g. "01" shows that the document originated in the Holmes server).	Two characters. Optional.
Prior Doc (field 2)	Prior Document Number This field provides a cross-reference to the prior document for which the present document provides a correction. This cross-reference allows for a clearer audit trail.	Nine characters. Required.
Description	Description This field allows the user to provide a brief description of the correction. This field is NOT automatically filled in. If filled in by the initiator, the information will print on monthly standard reports.	Up to thirty alphanumeric characters. Double-click on empty field for an expansion window. Double-click on filled-in field to see the complete text in the expansion window. Optional.
Amount	Amount This field provides the amount of the transaction referenced on an individual line of the "From" or "To" zones.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. Required.
Total	Total This field provides the total amount for the transactions listed within a zone.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. Required.

6. DOCUMENT RULES AND RESTRICTIONS

- Object codes associated with an object consolidation of "Fund Balance" are prohibited. These object codes can be identified via the "Object Code" reference table under the "Inquiries" menu.
- Restrictions on object code sub-type use:

Object codes with the following object sub-types are prohibited on this document:	To make corrections involving these object codes and object sub-types, use the following document:
FR Fringe Benefits	Benefits Expense Transfer
SW Salaries and Wages	Salary Expense Transfer
WO Write-Off Expenses	Distribution of Income/Expense
LD Loss on Disposal of Assets	CAMS Documents
OP Other Provisions	Accrual Voucher
MT Mandatory Transfers	Transfer of Funds
TF Transfer of Funds	Transfer of Funds
TN Transfers - Generic	Transfer of Funds
BU Budget Only Object Codes	Budget Adjustments
CA Cash	Journal Voucher*
FB Fund Balance	Journal Voucher*

NOTE: The Journal Voucher* is used by FMS staff only. If this type of transaction needs to be corrected, please contact the FMS Help Desk at (812) 855-0375, or email FMSHELP@INDIANA.EDU.

- Transactions (income and expense) **must** balance. FIS will check and prompt the initiator if the transaction does not balance.
- 8000 and 9800 object code entries are automatically generated "behind the scenes" by the system.
- Each accounting line **must** reference the prior document number of the document that is being corrected by citing the prior document number in the "Prior Doc" field.

7. EXAMPLES OF ITS USE

Common Uses

The most common uses of the General Error Correction document are the correction of account numbers and object codes.

Example 1: To correct expense and income transactions from one account to another

Situation	Steps	Results
<p>For expense:</p> <p>An expense was charged to one account and should have been charged to another.</p> <p>or</p> <p>For income:</p> <p>An income was credited to one account and should have been credited to another.</p>	<p>For expense:</p> <p>Use the “From” zone to reduce the expense (credit expense).</p> <p>Use the “To” zone to charge expense to the correct account (debit expense).</p> <p>For income:</p> <p>Use the “From” zone to reduce the pooled income (debit income).</p> <p>Use the “To” zone to move the income to the correct account (credit income).</p> <p>NOTE: The user must fill in the “Prior Doc” and “Description” fields.</p>	<p>For expense:</p> <p>Credit expense/debit expense</p> <p>For income:</p> <p>Debit income/credit income</p>

From (Decrease)						
Chart	Account	Object	Prior Doc	Description	Amount	
1	BL 1023200	5000	FM5896548	Trsf to 1	550.00	
<input type="checkbox"/>	GENFND ARSD	DEAN ARTS AND SCIENCES		SUPP EXP		N
					Total:	550.00

To (Increase)						
Chart	Account	Object	Prior Doc	Description	Amount	
1	BL 1047400	5000	FM5896548		550.00	
<input type="checkbox"/>	GENFND LADM	LIBRARY GENERAL		SUPP EXP		N
					Total:	550.00

NOTE: The income example works in the same way as the expense example except the transaction requires the use of income object codes instead of expense object codes.

Results of transaction in General Ledger

FIS Transaction Processing - [Pending Ledger Entry Display]							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
Origin Code: 01 Document Nbr: PV6426495							
1	BL	1023200	5000	AC	EX	550.00	C
2	BL	1023200	8000	AC	AS	550.00	D
3	BL	1047400	5000	AC	EX	550.00	D
4	BL	1047400	8000	AC	AS	550.00	C

Explanation of the Results

The result of the above transaction is as follows:

- line 1 represents the credit expense entry (result of the “From” zone)
- line 3 represents the debit expense entry (result of the “To” zone)

Lines 2 and 4 represent cash offsets and are automatically generated “behind the scenes” by the system.

- a debit to the 8000 object code represents an increase to cash
- a credit to the 8000 object code represents a decrease to cash

Example 2: To correct transactions between object codes within the same category (expense to expense/income to income)

Situation	Steps	Results
A transaction has been charged to an inappropriate object code and needs to be corrected.	Same as in Example # 1 except the object codes change instead of the account numbers. NOTE: The user must fill in the “Prior Doc” and “Description” fields.	For expense object codes: credit expense/debit expense For income object codes: debit income/credit income

Example 3: To correct object codes between different categories (income to expense)

Situation	Steps	Results
A credit/refund was incorrectly deposited using an income object code. It should be credited to expenditures by using an expense object code.	Both entries are entered into the “From” zone of the document. NOTE: The user must fill in the “Prior Doc” and “Description” fields.	This reduces the income total and reduces the expense total (debit income/credit expense).

The screenshot displays a financial entry screen with two main sections: 'From (Decrease)' and 'To (Increase)'. The 'From' section contains two lines of data:

Chart	Account	Object	Prior Doc	Description	Amount
1	IN 2980067	5000	01	KI1253595 Credit ex	60.00
<input type="checkbox"/>	ROFDS DMSP PURDUE	PHARMACY TRAINING		SUPP EXP	N
2	IN 2980067	1800	01	KI1253595 To debit	60.00
<input type="checkbox"/>	ROFDS DMSP PURDUE	PHARMACY TRAINING		OTHR INC	N
Total:					120.00

The 'To (Increase)' section is currently empty, showing only a header and a total of 0.00. A sidebar on the right contains icons for ROUTE, BALANCE, NOTES, and Sub.Acct.

Results of transaction in General Ledger

FIS Transaction Processing - [Pending Ledger Entry Display]							
File Edit Workflow Inquiries Options Actions Help							
Origin Code: 01 Document Nbr: TA9487696							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	IN	2980067	5000	AC	EX	60.00	C
2	IN	2980067	8000	AC	AS	60.00	D
3	IN	2980067	1800	AC	IN	60.00	D
4	IN	2980067	8000	AC	AS	60.00	C

Explanation of the Results

The result of the above transaction is as follows:

- line 1 represents the credit expense entry (results of the “From” zone)
- line 3 represents the credit income entry (results of the “From” zone)

Lines 2 and 4 represent cash offsets and are automatically generated “behind the scenes” by the system.

- a debit to the 8000 object code represents an increase to cash
- a credit to the 8000 object code represents a decrease to cash

NOTE: Despite the fact that the “From” zone reflects a total amount of \$120 and the “To” zone reflects a balance of “0” in the above example, the document still balances to zero, since the two \$60 amounts, in effect, cancel each other out in the “From” zone. The two dollar amounts in the “From” zone indicate that there has been a transfer of funds from one object code (income) to another (expense).

Unique Uses

The following examples are unique. They involve unusual object codes or unique periods of the year. Currently, generic refund object codes (59xx refund of income, and 19xx refund of expense) are **not** used. To better document the audit trail, credit the actual expense and income object codes.

Example 1: To debit refund of expense and credit income



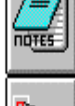
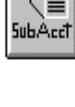
Situation	Steps	Results
An income transaction was incorrectly booked as a refund of expense. It should be credited to income by using an income object code.	Both entries are entered into the "To" zone of the document. NOTE: The user must fill in the "Prior Doc" and "Description" fields.	This reduces the refund of expense total and increases the income total (debit refund of expense/credit income).

From (Decrease)

Chart	Account	Object	Prior Doc	Description	Amount
2					N
Total:					0.00

To (Increase)

Chart	Account	Object	Prior Doc	Description	Amount
1	IN 1282200	1940	01	KI2154995 Trsf inc	500.00
	GENFND BIOM BIOCHEMISTRY & MOLEC BIOL REF SUP EXP				N
2	IN 1282200	1800	01	KI2154995 Trsf inc	500.00
	GENFND BIOM BIOCHEMISTRY & MOLEC BIOL OTHR INC				N
Total:					1,000.00

Results of transaction in General Ledger

FIS Transaction Processing - [Pending Ledger Entry Display]							
File Edit Workflow Inquiries Options Actions Help							
Origin Code: 01 Document Nbr: LF7495295							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	IN	1282200	1940	AC	EX	500.00	D
2	IN	1282200	8000	AC	AS	500.00	C
3	IN	1282200	1800	AC	IN	500.00	C
4	IN	1282200	8000	AC	AS	500.00	D

Explanation of the Results

The result of the above transaction is as follows:

- line 1 represents the debit to Refund of Expense entry
- line 3 represents the credit to the income entry

Lines 2 and 4 represent cash offsets and are automatically generated “behind the scenes” by the system.

- a debit to the 8000 object code represents an increase to cash
- a credit to the 8000 object code represents a decrease to cash

Example 2: To credit expense and debit refund of expense

Situation	Steps	Results
A refund was charged to a Refund of Expense object code. Instead, it should be credited to the appropriate expense object code.	<p>Use the “From” zone to reduce the expense object code (credit expense).</p> <p>Use the “To” zone to reduce the refund of expense object code (debit Refund of Expense).</p> <p>NOTE: The user must fill in the “Prior Doc” and “Description” fields.</p>	Credit expense/debit Refund of Expense object code.

From (Decrease)						
Chart	Account	Object	Prior Doc	Description	Amount	
1	BL 1029600	5000	01	JU5689295 Trsf inco	100.00	
	GENFND MATH	MATHEMATICS		SUPP EXP		N
					Total:	100.00

To (Increase)						
Chart	Account	Object	Prior Doc	Description	Amount	
1	BL 1029600	1940	01	JU5689295 Trsf inco	100.00	
	GENFND MATH	MATHEMATICS		REF SUP EXP		N
					Total:	100.00

Results of transaction in General Ledger

FIS Transaction Processing - [Pending Ledger Entry Display]							
File	Edit	Workflow	Inquiries	Options	Actions	Help	
Origin Code: 01 Document Nbr: AI7494595							
Seq #	Chart Account	Obj	Bal Typ	Obj typ	Amount	DB/CR	
1	BL 1029600	5000	AC	EX	100.00	C	
2	BL 1029600	8000	AC	AS	100.00	D	
3	BL 1029600	1940	AC	EX	100.00	D	
4	BL 1029600	8000	AC	AS	100.00	C	

Explanation of the Results

The result of the above transaction is as follows:

- line 1 represents the credit to the expense object code
- line 3 represents the debit to the Refund of Expense object code

Lines 2 and 4 represent cash offsets and are automatically generated “behind the scenes” by the system.

- a debit to the 8000 object code represents an increase to cash
- a credit to the 8000 object code represents a decrease to cash

Refunds and 19xx and 59xx Object Codes

- A. The appropriate way to refund income or expense is to use the object code to which the charge was booked.
- B. If a transaction involves a 19xx or 59xx refund object code, note the following:
 - the *19xx (refund of expense object code)* should only be used on a General Error Correction document when your account has a transaction showing the 19xx object code, and you want to transfer it to an appropriate expense object code.
 - the *59xx (refund of income object code)* is still being used on the Disbursement Vouchers. However, it should only be used when your account has a transaction showing the 59xx object code and want to transfer it to an appropriate income object code.

NOTE: 19xx and 59xx refund object codes are only used in paper documents and in the legacy systems (i.e., non-TP systems).

8. ROUTING/APPROVAL

Account managers or delegates of all **FROM** and **TO** accounts must approve the General Error Correction. Additional approvals may be established within the review hierarchy.

SECTION B: Additional Requirements

GEC Justification (documented in the “Explanation” or “Note” fields)

- All corrections require a justification.
- The justification establishes and maintains the audit trail required for State, Federal, agency, and IU reporting requirements.

Justification Requirements

- The justification **must** provide a full explanation of why the correction is being made in either the “Explanation” field (in the “Document Information” zone) or in a note (to add a note to a document, double-click on the note button and click on the “New Note” button).
- For *Contract and Grant* accounts the justification **must** verify that the expense was incurred in support of the project, i.e. the person worked on the project in the case of contractual services or that materials were consumed on the project in the case of supplies.
- All previous or related documents **must** be identified in the “To” and “From” zones.

Equipment Justifications

- Reference the TOPs purchase order number in the “Prior Doc” and “Description” fields for each line in “To” and “From” zones.
- Capital Assets Management requires the purchase order information in order to inventory equipment.

Fee Remission Justifications

Fee Remission justifications **MUST** list:

- full name
- SS #
- time period

GEC CHAPTER SUMMARY

Summary

The General Error Correction document (GEC) allows for the electronic correction of errors.

It consists of three zones:

- the document information zone
- the **FROM** zone (decreases amounts)
- the **TO** zone (increases amounts)

Overview of GEC document Requirements

- Prohibited object codes

Fringe Benefits	Cash
Salaries and Wages	Loss on Disposal of Assets
Mandatory Transfers	Other Provisions
Transfer of Funds	Budget Only Object Codes
Transfer - Generic	

- Each line in the “To” and “From” zone must reference the prior document number of the document that is being corrected- cite the prior document number in the “Prior Doc” field and provide a description in the line “description” field.
- A justification for the correction is required for the audit trail. Enter the justification in the “Explanation” field in the document information zone or in a note added to the document.

If you have specific questions about the use of the General Error Correction transaction that are not covered here, please contact the FMS Help Desk at (812) 855-0375 or email fmshelp@indiana.edu