

GEC Example:

- Invoice #812995 for PO #S010001, from Tri Star for \$539 posted to 1339270-6225 in error. It should have been posted to account 1678490-6225. Can you correct this error by using the General Error Correction document?

	ACCOUNT	OBJECT CODE	AMOUNT
FROM:	1339270	6225	\$ 539.00
TO:	1678490	6225	\$ 539.00

DI Example:

- For Career Center, merchant credit card payments are distributed on a daily basis and are reflecting in KFS object code 6684 (account number 2699000) in the amount of \$1,100. These payments need to move to revenue object code 4389. Can you complete this entry?

	ACCOUNT	OBJECT CODE	AMOUNT
TO:	2699000	6684	\$ 1,100.00
	2699000	4389	\$ 1,100.00

IAA Example:

- Revenue of \$1,500 was deposited into 1478122-4401 sub account 2FRWK but should have been deposited into sub account 1CLIN. Can you create an IAA document to correct this?

	ACCOUNT	SUB-ACCOUNT	OBJECT CODE	AMOUNT
FROM:	1478122	2FRWK	4401	\$ 1,500.00
TO:	1478122	1CLIN	4401	\$ 1,500.00

Accrual Method – Expense Example:

- Account 1356570 entered into a 12 month service agreement in the amount of \$12,000 from April 1– March 31, and was booked in full to object code 6601. \$9,000 of that service agreement (\$1,000/month x 9 months in future fiscal year) needs to instead be recognized as a prepaid expense. Can you complete an accrual document moving service agreement that relates to future fiscal year to the prepaid object code?

Reversal Date: 7/15/2021

	ACCOUNT	OBJECT CODE	DEBIT	CREDIT
FROM:	1356570	1740	\$ 9,000.00	
TO:	1356570	6601		\$ 9,000.00

Pre – Encumbrance Example:

- Department 1501 will be submitting a Disbursement Voucher for \$700 to be paid to the Music Store (the vendor) who will be the music service provider for the College’s commencement exercises on May 13, 2021. The account number is 1322700, and the object code for the expense is 6601. We want to earmark the \$700 now since we know the expense will occur.

Reversal Date: 5/13/2021

	ACCOUNT	OBJECT CODE	AMOUNT
ENCUMBRANCE:	1322700	6601	\$ 700.00

Disencumbrance Example:

- On February 20, 2021, \$500.00 was encumbered on Account 2702200-6201 with document 2508773. The supplies have been received and this amount needs to be disencumbered since a reversal date was never selected. Can you complete the disencumbrance document?

Reversal Date: Leave Blank

	ACCOUNT	OBJECT CODE	AMOUNT	REFERENCE #
DISENCUMBRANCE:	2702200	6201	\$ 500.00	2508773