Tips for Using the FROM and TO Lines on E-Docs

- Debits and credits depend on the object codes used on the FROM and TO lines. For example, on a Distribution of Income and Expense document, an expense object code on the FROM line will move the expense from (off) that account. So, this is a credit (decrease) to expense. See Financial Processing Transactions: Debits & Credits.

- Tip: When in doubt, use the General Ledger Pending Entries tab. Create your entry as you believe it should be. Then, click the Save button at the bottom of the document. Once Save is clicked, the financial system applies business rules to the entry. It also creates Pending Entries to the general ledger. Open the Pending Entries tab and look at your debits (D) and credits (C) along the far right column. Are the debits or credits to the income or expense object codes doing what you want them to do? If not, fix the entry, click Save, and the Pending Entries will refresh.

- Tip: If a user is not a debits and credits expert, another tip within the Pending Entries tab is to look at the 1100 object code. This is the cash object code and it is automatically booked by the system (not part of the Accounting Line you have entered). A debit to cash is CASH IN. A credit to revenue (an increase to revenue) will create a debit to cash (object code 1100). Is the cash increasing in the account in which you want it to increase? If not, fix the entry, click Save, and the Pending Entries will refresh.

- In certain situations, it is necessary to create a "one-sided" e-doc. The classic example of this situation is when a unit has provided a service to another unit and an overcharge was noted. In this example, the billing unit wants to reduce (debit) its income while reducing (credit) the expense to the billed unit. This correction would be done on a General Error Correction (GEC) document. In order to reduce income and reduce expense, we must book a one-sided FROM on the GEC. We are literally taking income and expense FROM the accounts. This will book a debit to revenue and a credit to expense, thus reducing both. Create the entry, click Save, and look at the debits and credits to the income, expense and cash object codes in the Pending Entries tab. Is the entry doing what you want it to do?

- Tip: On any of the Financial Processing documents that have been posted to FINAL status in the current fiscal year, you can call up that document and note a button at the bottom left called "Error Correction". If you want to COMPLETELY REVERSE a document, click this button. A new document will appear. This document is automatically fully referenced back to the original document that is now FINAL. Note the "Corrects Document Id" reference in the upper right corner of the new document. It will automatically reverse the original document via negative amounts. It will also automatically add a Note from you explaining this action. This is a 2 click reversing entry: 1) click "Error Correction" on the original and 2) click "Submit" on the new document. Again, this is a tool to completely reverse a previous document that is now FINAL. A partial reversal must be done on the GEC document.