

Announcement: 9041 Reports in IUIE are designed for monitoring EPIC Activity

This notice describes improved 9041 reports and new 9041 reports available to you in IUIE. Questions can be directed to Charlie Sinex, FMS Accounts Payable, at csinex@indiana.edu.

9041 is the object code for Accounts Payable Liability. Values are populated between the time of AP Approval of PREQs and CMS and the time of disbursement. The AP Approval of PREQs will credit 9041. The AP Approval of CMs will debit 9041. When disbursement is made the PDP action will offset the prior credit and the prior debit. When the payment cycle is completed the 9041 balance for the transaction is zero.

There are two sets of 9041 reports (5 reports each):

- A. Year to Date Reports – these reports are valuable for monitoring and reporting your 9041 activity during the year. The data is current as of the end of the prior business day.
- B. Year End Reports – these reports will query a fix data set stored for each year end. The data is ready for reporting the day following the PREQ fiscal post back period. For FY 2009, the post back date is July 6 and the reports are ready July 7. (These reports are newly developed this year.)

To find the reports in IUIE, simply enter 9041 in the Master Catalog search and select <search>. Links will appear.

Description of the five 9041 Reports:

1. '9041 Payment Request (Year to Date) – EPIC' and '9041 Payment Request (Year End) – EPIC'

These two reports return the detail of payment requests (PREQs) and account numbers that have positive 9041 balances. Parameter options include Chart, Account number, Org Code, RC Code and Fiscal Officer ID. Not all parameters need to be completed. It is advised to return the reports in BIRT viewer which can be downloaded to Excel if needed.

2. '9041 Credit Memo (Year to Date) – EPIC' and '9041 Credit Memo (Year End) – EPIC'

These two reports return the detail of credit memos (CMs) and account numbers that have positive 9041 balances. Parameter options include Chart, Account number, Org Code, RC Code and Fiscal Officer ID. Not all parameters need to be completed. It is advised to return the reports in BIRT viewer which can be downloaded to Excel if needed.

3. '9041 Out Of Balance (Year to Date)' and '9041 Out Of Balance (Year End)'

These two reports compare the 9041 balance that is expected based on EPIC document status (PREQ 9041 balance by account minus CM 9041 balance by account) to the General Ledger 9041

balance. If the difference is zero, we say that 9041 is in balance and reconciled. If the difference is not zero, then research is required to determine the cause of the out-of-balance. If a correcting document is needed then either a GEC or a YEGE is initiated.

It is recommended to return this report to BIRT viewer. BIRT allows one to drill down to the detail for quick research. Parameter options include Chart, Account number, Org Code, RC Code and Fiscal Officer ID. Not all parameters need to be completed. One can also return "Show Zero Balances" if the user desires to have a complete view of all accounts one is responsible for monitoring.

4. '9041 FIS GL Detail (Fiscal Year 2006 - Present)' or '9041 FIS GL Detail (Year End)'

In case an out of balance exists for the reports in #3; these two reports are helpful to researching the out of balance. The data returns sorted by the right hand column based on source document number. This sort groups transactions that are expected to total zero.

It is recommended to use this report with parameters that limit the results; for example: specific account(s).

5. '9041 FIS GL Detail (Year to Date) Datagroup' or '9041 FIS GL Detail (Year End) Datagroup'

These two reports return results identical to the reports described in #4. The BIRT report in #4 can experience time out issues if a large number of records are returned. These datagroup versions can return the output in Excel to your completed reports folder in IUIE. This option should be used if your research involves a large number of records.

Please use these reports to benefit your 9041 reporting and reconciliation.

Great effort was expended to assure the reports are accurate and useful. The true test is your usage of the reports. Please provide feedback to Charlie Sinex, csinex@indiana.edu, to benefit future revisions or immediate corrections if we missed any detail.