

Guide to Accounts Payable Liability Object Code 9041

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What is Accounts Payable Liability Object Code 9041?

The Accounts Payable liability object code, object code 9041, is used to record offset expense entries from payment request (PREQ) documents, offset credit entries from credit memo (CM) documents, and pre-disbursement processor (PDP) disbursement offset entries for the university's general ledger activity.

What are the typical accounting entries for the above documents and activities?

1. Creation of a payment request document – at time an Accounts Payable processor submits a created PREQ document
 - a. Debit the general ledger account and expense object code
 - b. Credit the general ledger account and liability object code (9041)
2. Disbursement of payment request via PDP actions
 - a. Debit the general ledger account and liability object code (9041)
 - b. Credit the general ledger account and cash object code (8000)
3. Creation of a credit memo document – at time an Accounts Payable processor submits a created CM document
 - a. Debit the general ledger account and liability object code (9041)
 - b. Credit the general ledger account and expense object code
4. Disbursement of credit memo via PDP actions
 - a. Debit the general ledger account and cash object code (8000)
 - b. Credit the general ledger account and liability object code (9041)

Note: following disbursement of a payment request or a credit memo, the 9041 balance will zero out the general ledger account and 9041 object code for a given transaction.

What reporting tools are available to monitor 9041 activity during the year?

There is a suite of four reports in IUIE that facilitate monitoring 9041 activity during the year.

1. 9041 Payment Request (Year to Date), v2 - IE_KFS_PUR_AP_9041_PREQ_PAYABLES_P
2. 9041 Credit Memo (Year to Date) , v2 - IE_KFS_PUR_AP_9041_CM_PAYABLES_P
3. 9041 KFS GL Detail (Fiscal Year 2006 - Present), v2 - IE_KFS_PUR_AP_9041_GL_DETAIL_P
4. 9041 Out Of Balance (Year to Date), v2 - IE_KFS_PUR_AP_9041_OUT_OF_BAL_P

Reference: "Appendix A – Year to Date 9041 Reports" for additional report detail.

What reporting tools are available to monitor 9041 activity at fiscal year-end?

There is a suite of four reports in IUIE that facilitate monitoring 9041 activity at fiscal year-end.

1. 9041 Payment Request (Year End), v2 - IE_KFS_PUR_AP_9041_SNPSHT_PREQ_PAY_P
2. 9041 Credit Memo (Year End), v2 - IE_KFS_PUR_AP_9041_SNPSHT_CM_PAYABLES_P
3. 9041 KFS GL Detail (Year End), v2 - IE_KFS_PUR_AP_9041_SNPSHT_GL_DETAIL_P
4. 9041 Out Of Balance (Year End), v2 - IE_KFS_PUR_AP_9041_SNPSHT_OUT_OF_BAL_P

Reference: “Appendix B – Fiscal Year-end 9041 Reports” for additional report detail.

What are the differences between the year to date reports and the year-end reports?

The key differences between the year to date reports and the year-end reports are documented in the table below.

<u>Year to Date Reports</u>	<u>Year-end Reports</u>
The Year to Date Reports data is current as of the prior business day. This means that the report should be run on the first business day of the month to collect a record for the prior month’s 9041 detail.	The Year-End Reports are static, also known as a snap shot, for the 9041 object code detail at fiscal year-end. In other words, the 9041 object code detail is “frozen in time”.
Year to Date Reports do not include the post-back period* details. The data is current as of the prior business day.	Year-end reports include the post-back period*. <i>* Definition for post-back period: KFS is designed to book expense entries to the prior fiscal year if a PREQ’s corresponding invoice has a billing date of <= June 30 and is processed during the first days of July.</i> At Indiana University, the post back period ends the first business day following July 4. In calendar year 2017: The post back period ends on July 5, 2017. This means the reports are ready to use on July 6, 2017.

Where are reports in IUIE?

The reports are in the following folder in IUIE.

Location
 Kuali Financial/Departmental Resources/Payment Requests

What is the key use of the reports documented above?

The reports above give quick access to a list of PREQ and CM documents that have not yet disbursed. The list is used to monitor budget activity. The list is used to study aged transactions for determining the reason disbursement has not yet occurred.

Appendix A – Year to Date 9041 Reports

The Year to Date 9041 Reports are current as of the prior business day. There are not archive copies. Fiscal staff is advised to run The Year to Date 9041 Reports for the unit’s accounts on the first business day of the month. This action allows saving a unit’s 9041 account detail for the prior month end as needed.

1. 9041 Payment Request (Year to Date), v2 - IE KFS PUR AP 9041 PREQ PAYABLES P

This report returns payment request detail for PREQ documents that are currently enroute for fiscal review and not yet disbursed or that fully routed and approved but still pending disbursement.

The datagroup report can be returned directly to an Excel workbook.

The input parameters are shown below.

9041 Payment Request (Year to Date)

Last Refresh Of Referenced Data:
06/20/2016 01:19:40 - PUR_AP_9041_PMT_RQST_T

[Security Information](#)
[Report Object Help](#)

[Instructions](#)

Specify Parameter Values to Restrict Output

Chart	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		Wildcards Allowed

Select the Output Format

HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*

Wait
 Send to Completed Reports
 Push to
(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

*** Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

2. 9041 Credit Memo (Year to Date), v2- IE KFS PUR AP 9041 CM PAYABLES P

This report returns credit memo detail for CM documents that are in either status “Awaiting AP Review” or “Complete” but not yet disbursed.

The datagroup report can be returned directly to an Excel workbook.

The input parameters are shown below.

9041 Credit Memo (Year to Date)

Last Refresh Of Referenced Data:
06/20/2016 01:20:57 - PUR_AP_9041_CRDT_MBMO_T

[Instructions](#) [Security Information](#) [Report Object Help](#)

Specify Parameter Values to Restrict Output

Chart	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		Wildcards Allowed

Select the Output Format

HTML

MS Excel 2007 (XLSX)

Select the Output Destination*

Wait

Send to Completed Reports

Push to

(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

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3. 9041 KFS GL Detail (Fiscal Year 2006 - Present), v2 - IE KFS PUR AP 9041 GL DETAIL P

The report returns general ledger entry detail for object code 9041 for the fiscal year specified. The report results include a "Sort Key" in the far right hand column that pairs offsetting entries. This format allows those rows to be hidden or deleted when researching remaining entries. The report initiator is encouraged to limit output by specifying fiscal year, chart, and or account number and should select the report output as "Send to Completed Reports. The report can be returned directly to an Excel workbook. The input parameters are shown below.

9041 KFS GL Detail (Fiscal Year 2006 - Pres.)

Last Refresh Of Referenced Data:
06/20/2016 01:27:38 - PUR_AP_9041_GL_DTL_T

[Security Information](#)
[Report Object Help](#)

[Instructions](#)

Specify Parameter Values to Restrict Output

Fiscal Year	<input type="text"/>		Wildcards Allowed
Chart	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		Wildcards Allowed

Select the Output Format
 HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*
 Wait
 Send to Completed Reports
 Push to
(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

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4. 9041 Out Of Balance (Year to Date) - IE KFS PUR AP 9041 OUT OF BAL

This report compares the results of the payment request report and the credit memo report against the results of the GL report.

The HTML output of this report also returns balance information with the ability to drill down to the detail.

Select "Show Zero Balances" to return all accounts according to the input parameters.

Do not select "Show Zero Balances" when the desire is to find out of balance general ledger accounts for research and resolution.

The definition of a 9041 out of balance is when the payment request document total subtracting the credit memo document total does not equal the 9041 general ledger balance for the account in question.

The report initiator should "Send to Completed Reports" when running as "Show Zero Balances". The report will most likely deliver a time out error if it is not sent to completed reports.

The input parameters are shown below.

9041 Out Of Balance (Year to Date)

Last Refresh Of Referenced Data:
06/20/2016 00:11:34 - FIS_UNIV_DATE_GT

[Instructions](#) [Security Information](#) [Report Object Help](#)

Specify Parameter Values to Restrict Output

Chart Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		Wildcards Allowed
Show Zero Balances	<input type="checkbox"/>		

Select the Output Format
 HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*
 Wait
 Send to Completed Reports
 Push to
(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking "Save Settings"

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Appendix B – Fiscal Year-end 9041 Reports

The key differences for Year to Date 9041 reporting and Fiscal Year-end 9041 reporting are documented in the table below.

<u>Year to Date Reports</u>	<u>Year-end Reports</u>
<p>The Year to Date Reports data is current as of the prior business day. This means that the report should be run on the first business day of the month to collect a record for the prior month’s 9041 detail.</p>	<p>The Year-End Reports are static, also known as a snap shot, for the 9041 object code detail at fiscal year-end. In other words, the 9041 object code detail is “frozen in time”.</p>
<p>Year to Date Reports do not include the post-back period* details. The data is current as of the prior business day.</p>	<p>Year-end reports include the post-back period*. <i>* Definition for post-back period: KFS is designed to book expense entries to the prior fiscal year if a PREQ’s corresponding invoice has a billing date of <= June 30 and is processed during the first days of July.</i> At Indiana University, the post back period ends the first business day following July 4. In calendar year 2017: The post back period ends on July 5, 2017. This means the reports are ready to use on July 6, 2017.</p>

Appendix B will not repeat comments from Appendix A. Key differences are documented in Appendix B.

1. 9041 Payment Request (Year End), v2- IE KFS PUR AP 9041 SNPSHT PREQ PAY P
 There is an input parameter for Snapshot Fiscal Year. Input the 4 digit year for the complete fiscal year period you desire. For example, input 2015 for a report run on July 7, 2015 or later. The input parameters are shown below.

9041 Payment Request (Year End)

Last Refresh Of Referenced Data:
unavailable - PUR_AP_9041_PMT_RQST_SNPSHT_V ▼

Instructions

[Security Information](#)
[Report Object Help](#)

Run
Run Against Test
Save Settings

Specify Parameter Values to Restrict Output

Snapshot Fiscal Year (all transactions >= FY 2006)	<input type="text"/>		
Chart	<input type="text"/>	Valid Values	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	Valid Values	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	Valid Values	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		Wildcards Allowed

Select the Output Format

HTML

MS Excel 2007 (XLSX)

Select the Output Destination*

Wait

Send to Completed Reports

Push to Find

(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

* Security Note: Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

Run
Run Against Test
Save Settings

2. 9041 Credit Memo (Year End) , v2 - IE KFS PUR AP 9041 SNPSHT CM PAYABLES P

There is an input parameter for Snapshot Fiscal Year. Input the 4 digit year for the complete fiscal year period you desire. For example, input 2015 for a report run on July 7, 2015 or later. The input parameters are shown below.

9041 Credit Memo (Year End)

Last Refresh Of Referenced Data:
unavailable - PUR_AP_9041_CRDT_MEMO_SNPSHT_V

[Security Information](#)
[Report Object Help](#)

Instructions

Specify Parameter Values to Restrict Output

Snapshot Fiscal Year (all transactions >= FY 2006)	<input type="text"/>		
Chart	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account Number	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		

Select the Output Format

HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*

Wait
 Send to Completed Reports
 Push to

(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

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3. 9041 KFS GL Detail (Year End), v2 - IE KFS PUR AP 9041 SNPSHT GL DETAIL P

There is an input parameter for University Fiscal Year (Snapshot).

Input the 4 digit year for the complete fiscal year period you desire. For example, input 2015 for a report run on July 7, 2015 or later.

Input the University Fiscal Year (GL) similarly as the full fiscal year reported, 2015, in this example.

The input parameters are shown below.

9041 KFS GL Detail (Year End)

Last Refresh Of Referenced Data:
unavailable - PUR_AP_9041_GL_DTL_SNPSHT_V

[Security Information](#)
[Report Object Help](#)

Instructions

Specify Parameter Values to Restrict Output

University Fiscal Year (GL)	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
University Fiscal Year (Snapshot)	<input type="text"/>		
Chart	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Account	<input type="text"/>		Wildcards Allowed
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>	Wildcards Allowed
Fiscal Officer User Id	<input type="text"/>		

Select the Output Format
 HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*
 Wait
 Send to Completed Reports
 Push to
(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking "Save Settings"

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4. 9041 Out Of Balance (Year End), v2 - IE KFS PUR AP 9041 SNPSHT OUT OF BAL P

There is an input parameter for Snapshot Fiscal Year (transactions >= FY2006).
 Input the 4 digit year for the complete fiscal year period you desire. For example, input 2015 for a report run on July 7, 2015 or later.
 The input parameters are shown below.

9041 Out Of Balance (Year End)

Last Refresh Of Referenced Data:
 unavailable - PUR_AP_9041_OUT_BAL_SNPSHT_V

[Security Information](#)
[Report Object Help](#)

Instructions

Run Run Against Test Save Settings

Specify Parameter Values to Restrict Output

Snapshot Fiscal Year (all transactions >= FY 2006)

Chart Valid Values Wildcards Allowed

Account Number Wildcards Allowed

Organization Code Valid Values Wildcards Allowed

Responsibility Center Code Valid Values Wildcards Allowed

Fiscal Officer User Id Wildcards Allowed

Show Zero Balances

Select the Output Format
 HTML
 MS Excel 2007 (XLSX)

Select the Output Destination*
 Wait
 Send to Completed Reports
 Push to Find
 (comma separated usernames)

Scheduled Job Details: Not Scheduled
 To schedule this report object, first save it to your personal catalog by clicking "Save Settings"

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Run Run Against Test Save Settings

Revision history

Date	Authors	Comments
May 2015	CAS, JFF, KWM	Create and publish.
6/20/16	DFG	Edit to reflect new PERL report names and IUIE input screens
5/31/17	JFF	Edit dates and report names