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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
   - Debit the general ledger account and expense object code
   - Credit the general ledger account and liability object code (9041)

2. Disbursement of payment request via PDP actions
   - Debit the general ledger account and liability object code (9041)
   - 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
   - Debit the general ledger account and liability object code (9041)
   - Credit the general ledger account and expense object code

4. Disbursement of credit memo via PDP actions
   - Debit the general ledger account and cash object code (8000)
   - 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 five reports in IUIE that facilitate monitoring 9041 activity during the year.
1. 9041 Payment Request (Year to Date) - PURAP - IE_KFS_PUR_AP_9041_PREQ_PAYABLES
2. 9041 Credit Memo (Year to Date) - PURAP - IE_KFS_PUR_AP_9041_CM_PAYABLES
3. 9041 KFS GL Detail (Fiscal Year 2006 - Present) - IE_KFS_PUR_AP_9041_GL_DETAIL
4. 9041 KFS GL Detail (Year to Date) Datagroup - PUR_AP_9041_GL_DTL_V
5. 9041 Out Of Balance (Year to Date) - IE_KFS_PUR_AP_9041_OUT_OF_BAL

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 five reports in IUIE that facilitate monitoring 9041 activity at fiscal year-end.
1. 9041 Payment Request (Year End) - PURAP - IE_KFS_PUR_AP_9041_SNPSHT_PREQ_PAYABLES
2. 9041 Credit Memo (Year End) - PURAP - IE_KFS_PUR_AP_9041_SNPSHT_CM_PAYABLES
3. 9041 KFS GL Detail (Year End) - IE_KFS_PUR_AP_9041_SNPSHT_GL_DETAIL
4. 9041 KFS GL Detail (Year End) Datagroup - PUR_AP_9041_GL_DTL_SNPSHT_V
5. 9041 Out Of Balance (Year End) - IE_KFS_PUR_AP_9041_SNPSHT_OUT_OF_BAL

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.

<table>
<thead>
<tr>
<th>Year to Date Reports</th>
<th>Year-end Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>The Year-End Reports are static, also known as a snapshot, for the 9041 object code detail at fiscal year-end. In other words, the 9041 object code detail is “frozen in time”.</td>
</tr>
<tr>
<td>Year to Date Reports do not include the post-back period* details. The data is current as of the prior business day.</td>
<td>Year-end reports include the post-back period*.</td>
</tr>
</tbody>
</table>

*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.
At Indiana University, the post back period ends the first business day following July 4.
In calendar year 2015:
The post back period ends on July 6, 2015.
This means the reports are ready to use on July 7, 2015.

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) - PURAP - IE_KFS_PUR_AP_9041_PREQ_PAYABLES**
   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 input parameters are shown below.
   The output format “Native BIRT Report View” returns to a webpage. BIRT Report View provides the option to export the detail to an Excel workbook and other formats.
2. **9041 Credit Memo (Year to Date) - PURAP - IE_KFS_PUR_AP_9041_CM_PAYABLES**
   This report returns credit memo detail for CM documents that are in either status “Awaiting AP Review” or “Complete” but not yet disbursed.
   The input parameters are shown below.
   The output format “Native BIRT Report View” returns to a webpage. BIRT Report View provides the option to export the detail to an Excel workbook and other formats.
The report returns general ledger entry detail for object code 9041 for the fiscal year specified. The report includes 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 and should select the report output as “Send to Completed Reports”, or use the report “9041 FIS GL Detail (Year to Date) Datagroup” report instead. The report will most likely deliver a time out error if either listed option is not used.

The datagroup report can be returned directly to an Excel workbook. The input parameters are shown below.
4. **9041 KFS GL Detail (Year to Date) Datagroup - PUR_AP_9041_GL_DTL_V**

The report returns general ledger entry detail for object code 9041 for the fiscal year specified. The report includes a “Sort Key” in the far right hand column that pairs offsetting entries. This report has an advantage over the report “9041 KFS GL Detail (Fiscal Year 2006 - Present)” since returns data more quickly and directly to an Excel workbook. The report initiator is encouraged to limit output by specifying fiscal year. The input and output parameters are shown below. It is recommended to select “All Columns” and to select the Output format “MS Excel (XLS)”.

---

**Basic: 9041 KFS GL Detail (Year to Date) Datagroup**

---

**Instructions**

- **Run**
- **Run Against Text**
- **Save Settings**
- **Advanced**

**Specify Parameter Values to Restrict Output**

- **University Fiscal Year**
- **Chart of Accounts Code**
- **Account Number**
- **Organization Code**
- **Responsibility Center Code**
- **Final Officer User ID**

- **Include Parameters with Output**
  - Do not include Parameters with Output
  - Include Parameters that have Values
  - Include all Parameters

- **Select Columns to Include**
  - All Columns
  - Selected Columns

- **Include Column Names?**
  - Yes
  - No

- **Maximum Number of Rows to Return**
  - 100
  - No Limit

- **Only Return a Row Count**

- **Select the Output Format**
  - HTML
  - MS Excel (XLS)

**Scheduled Job Details: Not Scheduled**
5. **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.

This BIRT 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)**

---

**Instructions**

Run Run Against Text Save Settings

Specific Parameter Values to Resolve Output

<table>
<thead>
<tr>
<th>Chart Code</th>
<th>Account Number</th>
<th>Organization Code</th>
<th>Responsibility Center Code</th>
<th>Fiscal Officer User Id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WARNING:** Time out issues may exist for returning zero balances

with all parameters = null

---

Select the Output Destination

- [ ] View
- [ ] 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”
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.

<table>
<thead>
<tr>
<th>Year to Date Reports</th>
<th>Year-end Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Year to Date Reports data is current as of the prior business day.</td>
<td>The Year-End Reports are static, also known as a snapshot, for the 9041 object code detail at fiscal year-end.</td>
</tr>
<tr>
<td>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.</td>
<td>In other words, the 9041 object code detail is “frozen in time”.</td>
</tr>
<tr>
<td>Year to Date Reports do not include the post-back period* details. The data is current as of the prior business day.</td>
<td>Year-end reports include the post-back period*.</td>
</tr>
<tr>
<td></td>
<td>*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 &lt;= June 30 and is processed during the first days of July.</td>
</tr>
<tr>
<td></td>
<td>At Indiana University, the post back period ends the first business day following July 4.</td>
</tr>
<tr>
<td></td>
<td>In calendar year 2015:</td>
</tr>
<tr>
<td></td>
<td>The post back period ends on July 6, 2015.</td>
</tr>
<tr>
<td></td>
<td>This means the reports are ready to use on July 7, 2015.</td>
</tr>
</tbody>
</table>

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

1. **9041 Payment Request (Year End) - PURAP - IE_KFS_PUR_AP_9041_SNPSHT_PREQ_PAYABLES**
   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.

   ![Image of 9041 Payment Request (Year End) - PURAP](image-url)
2. 9041 Credit Memo (Year End) - PURAP - IE_KFS_PUR_AP_9041_SNPSHT_CM_PAYABLES

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.

3. 9041 KFS GL Detail (Year End) - IE_KFS_PUR_AP_9041_SNPSHT_GL_DETAIL

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)
4. **9041 KFS GL Detail (Year End) Datagroup - PUR_AP_9041_GL_DTL_SNPSHT_V**

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.

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

Select “All Columns” for the report output and select “MS Excel (XLS)” for the output format similarly to the Year to Date report.

The input parameters are shown below.

**Basic: 9041 KFS GL Detail (Year End) Datagroup**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Fiscal Year (GL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snapshot Fiscal Year (transactions &gt;= FY2006)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chart of Accounts Code</td>
<td></td>
<td>Valid Value</td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
<td>Valid Value</td>
</tr>
<tr>
<td>Organization Code</td>
<td></td>
<td>Valid Value</td>
</tr>
<tr>
<td>Responsibility Center Code</td>
<td></td>
<td>Valid Value</td>
</tr>
<tr>
<td>Fiscal Officer User ID</td>
<td></td>
<td>Valid Value</td>
</tr>
</tbody>
</table>

Include Parameters with Output:
- Do not Include Parameters with Output
- Include Parameters that have Values
- Include All Parameters

Select Columns to Include:
- All Columns
- Selected Columns

Select the Output Format:
- HTML
- MS Excel (XLS)

Scheduled Job Details: Not Scheduled

To schedule this report, select: Run Against Test. Run the report to view expected output for scheduled report entry.
5. **9041 Out Of Balance (Year End) - IE_KFS_PUR_AP_9041_SNPSHT_OUT_OF_BAL**

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)**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Valid Values</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Chart number for the chart to be reported.</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account number for the accounts to be reported.</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Organization Code</td>
<td>Organization code for the organization to be reported.</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Responsibility Center Code</td>
<td>Responsibility center code for the responsibility center to be reported.</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Fiscal Officer User ID</td>
<td>Fiscal officer user ID for the fiscal officer to be reported.</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**WARNING:** Time out issues may exist for returning zero balances and Fiscal year is specified but all other parameters = null or with all parameters = null.
## Revision history

<table>
<thead>
<tr>
<th>Date</th>
<th>Authors</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2015</td>
<td>CAS, JFF, KWM</td>
<td>Create and publish.</td>
</tr>
</tbody>
</table>