Instructions for Reconciling PMU PRF Clearing Funds
For Activity Related to PMU Events Billings

Below are instructions for reviewing your fund(s) on a monthly basis.

1. Pull your Events Billings files, both pending and processed.

2. Run zfi_smur_oper_stmt (SMUR Operating Statement) for the current period. Enter your clearing fund (or funds, if you have more than one) and the month (e.g. 5 for November).

3. The resulting report will show the activity for the month, year to date and the current cash balance on the fund. In the Example #1 below, the year to date and cash balance are zero. This normally means that the account is “in balance”, since the clearing account is meant to be cleared of transactions in order to be balanced.

   **Example #1**

   ![SMUR Operating Statement Report]

   Current Month Activity
   Year to date Activity
   Current Cash Balance

   In Example #2 below, the year to date and current cash balances are not zero, so the account is not in balance, and steps need to be taken to clear the account. **NOTE:** Transactions can post to one fund but different fund centers. If this happens, you will see
multiple reports for the fund. Be sure to scroll to the end of the Operating Statement report to view ALL reports on the fund in order to review all activity.

Example # 2

<table>
<thead>
<tr>
<th>CI</th>
<th>Expense Category</th>
<th>Current Month Activity</th>
<th>Year to date Activity</th>
<th>Current Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>54000</td>
<td>P M U Meals</td>
<td>476.64</td>
<td>0.00</td>
<td>476.64</td>
</tr>
</tbody>
</table>

Example # 2 continues:

4. The next step is to run transaction zsmur_monthly-trans (SMUR Monthly Transaction Listing) for the fund and the current period (or whatever periods you want to review). You can also choose “Print Output” or “Spreadsheet Output” at the bottom of the screen. Print output looks nicer. Spreadsheet output can be exported and manipulated in Excel.

SMUR MONTHLY TRANSACTION REPORT

<table>
<thead>
<tr>
<th>Fund Group</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>11010213</td>
<td>to</td>
</tr>
<tr>
<td>Fund Center Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td></td>
<td>2009</td>
</tr>
</tbody>
</table>

Choose output format.

This will show transactions 7/1-11/30/08. For transactions for one month, enter that month in both From Period and To Period.

5. The resulting report will show transactions that processed during the time period requested. Example #3 below, three PMU billings have processed to charge expense and one department intramural has processed to reimburse the fund.
6. Compare your processed documents and pending documents to the transactions listing to confirm that the processed documents have posted correctly and whether you should follow up on pending items.

7. Troubleshooting your clearing fund:
   a. **Situation:** You have not received a copy of the Events Billing for one of the charges on your account. **Action:** Look up the document number in Webview and view the documentation for the billing. Determine if it really should have processed to your fund and, if so, take the proper action to charge it to the appropriate account. If not, contact Events Office (lmoyer@purdue.edu) and/or PMU business office (maroe@purdue.edu) to let them know to correct the billing.
   
b. **Situation:** You prepared an intramural billing several weeks ago to clear a charge and the charge is still not cleared. **Action:** Review the records to make sure a signed copy of your document was completed and sent to Accounting and that the account numbers on the document were correct. If all this has been done, contact Accounting to see if they can locate the document.
   
c. **Situation:** You have a credit amount on the fund that you do not recognize. **Action:** Look the document up in Webview to see who prepared it and the reason. If you still do not know why it is on your fund, contact the preparer for more information.
   
d. **Situation:** You do not have a charge for an Event that occurred. **Action:** Check with the requestor in your department to see if they have been in contact with the Events Office about adjusting the charge. If no such action is pending, contact the PMU Business Office to see if it has been billed and/or what fund was charged.
   
e. **Situation:** Your cash balance is not zero even though all events billings have been charged and cleared correctly. **Action:** This probably means that the fund was out of balance before the change in the Events billing process. You will need to research this and fix any problems. See the Instructions for Reconciling PMU PRF Clearing Funds for Activity Related to “Old” Billing Process for PMU AR Accounts on the Shared Tips site.

8. Additional resources:
   a. For instructions about handling these billings see “Processing Invoices from PMU Events Office” at Business @ Purdue under the Finance/Payments & Reimbursements/Processes.
b. To locate the current clearing fund for your cost center/department use the PMU Clearing Account/Contact Information spreadsheet at http://www.purdue.edu/BS-BA/xls/PMU_Clearing_Acct_-_Contact_Info_Spreadsheet.xls.

c. If questions for PMU business office, contact Michelle Roe at maroe@purdue.edu, 48964, or Georgene Kennedy at kennedyg@purdue.edu, 48961.

d. If questions for Events Office, contact Lisa Moyer at lmoyer@purdue.edu, 48984.